



Dear Parent,

We are excited that you have inquired about our Christian Learning Center program at Prestonwood Baptist Church!

Our program's school year is from late August through May. We offer classes on Tuesdays and/or Thursdays from 9:00 a.m. to 2:00 p.m. Our registration began in February. We are still accepting applications for any remaining available spots or for the waiting list. Registration is on a first-come, first-served basis.

We would love for you to visit our facility. This will give you an opportunity to meet us and see the program while it is in session. **We conduct tours every CLC day at 10:00 a.m.** by appointment only. Please contact the CLC Office to schedule a tour.

Enclosed you will find additional information about our program and details regarding registration and the waiting list. You can also find additional information on our webpage at www.prestonwoodclc.org.

Please do not hesitate to contact our office if you have any questions.

In His Service,

Michelle Pinkston
Global CLC Director
972-820-5346
mpinkston@prestonwood.org

Registration Overview

Registration Day

Registration packets will be accepted on the above dates on a first-come, first-served basis. The earlier you turn in your forms on the designated registration dates, the better your chances are of receiving your requests.

At the time of registration, you will find out if your child has received a permanent spot in a class and for which days. If a class is full, you will be given the option of placing your child on the class waiting list. (See information about the waiting list below.)

Waiting List

If your child is placed on a class waiting list, the CLC Office will notify you as soon as a classroom space becomes available. Historically, we place quite a few children from the waiting list into classes throughout the spring and summer. Waiting list applicants do **not** have to pay the registration fee until they have been offered and have accepted a permanent spot.

Prestonwood Christian Academy Registration (concurrent)

Some families will enroll their children at CLC to ensure a place in a classroom while concurrently applying to PCA. If you are applying to PCA for the 2020-2021 School Year, please indicate this on the **Day/Position** form.

If your child is accepted to PCA and if you notify the CLC Office in writing by **March 31** that your child will be attending PCA and not CLC, then your registration fee will be refunded. **It is your responsibility to notify us by letter by the deadline date. We will be unable to refund any registration fees after this date. This is the only exception to the non-refundable registration fee.**

Infant Room

Infants must be at least 8 weeks old before attending CLC. If you plan to enroll a newborn but you want the child to start at a date later than August, you must register and pay all regularly scheduled tuition payments to hold your child's spot. If you elect to be placed on the waiting list and not pay tuition to hold the spot, you will only receive a permanent spot if and when one becomes available.

Special Requests

Now is the time to make any special requests! We cannot accept any special requests after your application has been submitted.

We want to provide you the opportunity to be able to make any special requests for next school year, so please take the time to write them on your application PRIOR to turning in your form. Because we start forming age-group classes during the enrollment process, we cannot accept any special requests after your application has been submitted.

Special requests are to be written on the **DAY/POSITION** form. We will attempt to honor special requests, but there are no guarantees.

If your child has a special friend he/she would like to be in class with next school year, please write the request on this form. **We accept only one special friend request.** Again, we will *attempt* to honor your request, but please know that there are no guarantees.

Medical Restrictions

CLC is a nut-free environment.

It is your responsibility to check with the CLC Director prior to registration regarding any allergy or health limitations that could affect your child's classroom placement. This also applies to any changes that occur prior to or during the school year. If your child has such an allergy or health limitation, CLC will determine whether it will be able to accommodate your child.

Of course, CLC always reserves the right to determine, in its sole discretion, whether it will accept any child into the program.

Questions?

If you have any questions, please do not hesitate to call the CLC Office.

PLANO

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NORTH

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Registration Checklist

Please bring the following items to registration. Forms are to be completed in advance. Incomplete packets will not be accepted.

NOTE: Some documents in your packet will require notarization. We do have a notary for your convenience. Please bring your ID in order for us to notarize your documents.

- **CLC Application** – Complete in its entirety. Please verify that all driver license numbers and addresses are complete. You must list at least one emergency contact person other than the child’s mother or father.
- **Day/Position Form** – Please mark the appropriate days you are requesting for your child to attend. There is also a space to write down a *special request*.
- **Emergency Medical Information Form** – Please be specific and give details on any information that we may need to know about your child. Please see the medical restrictions section above.
- **Parent Agreement** – Complete and sign.
- **Health Requirements Form** – **Doctor’s statement and immunizations** must be complete and attached to the Health Requirement form at registration.
- **Photography/Video Release** – Complete and sign.
- **Discipline and Guidance Form** – Complete and sign.
- **Registration Fee** – We accept cash, check or credit cards. Please note: The registration fee is **non-refundable**. *A registration fee is collected for each school year that you apply.*



Program Information

Our Purpose

The Prestonwood Christian Learning Center is a ministry of Prestonwood Baptist Church. We are a weekday program for children ages 8 weeks to 5 years (or the year prior to kindergarten). We offer a well-rounded curriculum with a Christian perspective. We strive to provide a safe and nurturing environment that promotes the physical, social, emotional, intellectual and spiritual development of the child. We are committed to providing biblically based, age-appropriate experiences, which will allow a child to progress in each of these areas at his/her own level of ability while enjoying feelings of accomplishment.

Our Curriculum

Our teaching staff is dedicated to making the Christian Learning Center program a positive learning experience for preschoolers. Our classrooms for older children are arranged into play-learning centers. Children are able to make choices and participate in small-group activities.

We have a well-planned curriculum, which provides a teaching topic for each month. The activities are organized around these topics using learning centers that could include: art, dramatic play, music, science/nature, fine motor skills, listening skills, cognitive skills, puppets, finger plays, rhymes and group time. The daily schedule also includes both vigorous and quiet indoor activities and playground time.

Each age group has a different curriculum that has been designed to meet the child's level of learning. Bible stories and Bible verses are integrated throughout all areas of our program.

Nondiscriminatory Policy Statement

Prestonwood Christian Learning Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national and ethnic origin in administration of its educational policies, admission policies and scholarships.

TUITION PAYMENT SCHEDULE

On July 1, 2020, either the annual tuition or the first installment payment is due.

Installment Due Dates:

July 1 (include Fall Supply Fee)
Aug. 1
Sept. 1
Oct. 1
Nov. 1
Dec. 1
Jan. 1 (include Spring Supply Fee)
Feb. 1
March 1
April 1

Installment Payments

The 10-month installment plan has been designed to allow you to spread out your tuition payments. **The payment due dates do not correlate with the amount of days the program is in session during the designated month.** For example, the first payment is due in July when there is no school and the second payment is due in August when there will only be a few days of school. The tuition has been divided over a 10-month period for convenience. There will be an additional May payment for those who register after July.

Please mark your calendar for the two payments due in July and August. We do *not* mail out billing statements; this will be your only notice. If either of these payments is not received by the 10th of the month, your child's class assignment may be issued to another child and your child will be placed on the waitlist.

TUITION PAYMENTS

Please make your check payable to CLC. Tuition payments are due on the first of each month (see schedule above). A late charge of \$20 will be assessed for payments received after the 10th of the month.

You may pay your monthly tuition by:

- **Mailing your payment to:**
Attention: CLC Office
Prestonwood Baptist Church
6801 W. Park Blvd.
Plano, TX 75093
- **Drop your check off at the CLC Office.**
- **Tuition Express**

DROP NOTIFICATIONS

CLC requires a 30-day paid drop notification.

If a parent or guardian finds it necessary for a child to be withdrawn, written notice must be received and on file in the office. Any drop notification received prior to July 31, will receive a refund of any tuition. The registration fee and supply fees are not refundable. **Any drop notifications received after July 31 will require a written 30-day paid notification.**

AFTER REGISTRATION

Around the first of August, we will mail an information packet which will include a school calendar, Open House information and classroom assignments. **If you do not receive this by the middle of August, please contact the CLC Office.**

Please keep us updated on any address or phone number changes.

HEALTH RECORDS

All Health records are required at time of registration.

Sorry, we cannot accept faxed copies.