



CLC Enrollment Packet 2024–2025

We are excited about your interest in enrolling at our program. CLC started accepting enrollment for the 2024-2025 school year in January. Spaces are filled on a first come, first served basis depending upon availability. Once you submit a completed packet, we will send you confirmation of placement or add you to the waiting list.

Please email your completed packet to:

Plano: clcplano@prestonwood.org

Prosper: clcnorth@prestonwood.org

DETAILS:

- You may access the enrollment packet online at www.prestonwoodclc.org. Be sure to download the **2024-2025** school year packet.
- **Incomplete packets will not be accepted.** Please wait to submit once you have all forms completed and notarized.
- Once your packet has been reviewed, you will receive a **Registration Placement Receipt** that will either:
 - Confirm your child has been placed in a classroom.
 - Confirm your child has been added to the waitlist.
- For those who receive a confirmed placement, you will need to contact the CLC office within 24 hours of receipt of confirmation to pay your registration fee. If payment is not made, your placement will be removed.

Registration Checklist

- ❑ **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 below. **This form must be notarized prior to submitting your packet.**
- ❑ **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** – The registration fee is due once you receive a placement. The fee is **non-refundable**. *A registration fee is collected for each school year you attend.*

Registration Overview

Registration packets are accepted and time/date stamped at time of receipt. Classroom placement will be filled on a first-come, first-served basis. So, the earlier you turn in your forms, the better your chances are of receiving guaranteed placement.

Classroom Placement

Classes are formed at registration, but not finalized until the summer. Around the first of **August**, you will receive a letter with information about your child's classroom assignment.

PCA Registration (concurrent)

Some families will enroll their children at CLC to ensure a place in a classroom while concurrently applying to Prestonwood Christian Academy. 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, your registration fee will be refunded. **It is your responsibility to notify us by email 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 are planning to enroll a newborn next year 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 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 with 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 reenrollment 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 school starting 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.



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 can 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

As an option, the annual tuition has been divided into 10 equal installment payments to be paid out **from August 2024 through May 2025**. There is no discount if you choose to pay your tuition in full in advance.

On August 1, 2024, either the annual tuition or the first installment payment is due.

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 number of days the program is in session during the designated month.** For example, the first 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.

Please mark your calendar for the first payments due in August. We do *not* mail out billing statements; this will be your only notice. If 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

A late charge in the amount 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
- **Call the office to make payment over the phone**
- **Make the payment on your Procure Connect App**
- **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.