

# 2023-2024 REGISTRATION INFORMATION

## Christ Lutheran Early Education Center

11720 Nieman Rd., Overland Park, KS 66210 913-754-5840

[www.cleecop.org](http://www.cleecop.org) Email [michelle.howard@cleecop.org](mailto:michelle.howard@cleecop.org)

We are happy to share the following information with regarding Christ Lutheran Early Education Center.  
This information will guide you through registering your child for classes at CLEEC.

### Policies and Information for enrollment:

1. Christ Lutheran does not discriminate in admissions or determination of enrollment on the basis of race, sex, color, religion, national origin, ancestry or physical handicap in accordance with Kansas Civil Rights Statute K.S.A.44-1009.
2. Enrollment will open on **January 5 for current families and siblings, January 18 for members of Christ Lutheran Church and Christ Lutheran School families not currently enrolled and January 19 open to the community.**
3. An enrollment fee is required from all enrollees of Christ Lutheran Early Education Center. For the 2023-2024 year, this **non-refundable fee** has been set at \$100. **In addition, one month's tuition is also due upon enrollment and is non-refundable after May 1, 2023. \$125 non-refundable School Supply/Snack fee due July 1<sup>st</sup>.**
4. Children enrolling in **Parent's Day Out must be age 2 ½ years (30 months) through 3 ½ years.**
5. Children enrolling in the **3 year old class must be age 3 before September 1, 2023.** Children enrolling in the **4 year old class must be age 4 before September 1, 2023.** Students must be reliably potty trained and able to use the bathroom independently.
6. Students registering for **Pre-K must be 5 by October 31, 2023** Students who are 5 by Sept.1 will be given first priority for Pre-K on the day enrollment opens. The enrollment process for those turning 5 between Sept.1 and Oct. 31, 2023 will be finalized on January 21, 2023 as space allows.

### Rates & Schedule Information

Parent's Day Out Half Day	M,T,W,TH	9:00-11:30am	\$120/mo for 1 day a week
Parent's Day Out Full Day	M,T,W	9:00am to 2:30pm	\$205/mo for 1 day a week
3-Year old Preschool	M/W or T/TH	9:00-11:30am	\$195/mo
4-Year old Preschool	M/W/F or T/TH/F	9:00-11:30am	\$230/mo
Pre-K	M/T/W/TH	9:00-11:30am	\$300/mo
Full Day Preschool	M-F	8:30am to 3:30pm	\$1030/mo
Before Care	M,T,W,TH,F	8:30-9:00am	\$25/mo for 1 day a week
Lunch Bunch*	M/W OR T/TH	11:30am to 2:30pm	\$230/mo for 2 days a week

\* Minimum of 2 days per week.

### How to enroll:

The following forms must be submitted along with an **enrollment fee of \$100 and one month's tuition to secure the student's place.**  
The forms for enrollment are as follows:

1. **Application for Enrollment** (green paper, must be notarized)
2. **Enrollment Agreement** (white paper, must be notarized)
3. **Tuition Payment indicated** (Tuition Express, Cash, Check)
4. **Permission Form** (pink paper)
5. **Health Form signed by a nurse or physician** (yellow paper) (Information regarding required immunizations must be on file prior to the beginning of class.)
6. **Parental Permission Form Off-Premises Trips** (salmon paper)

No child will be permitted to attend class without these completed forms. Checks for enrollment fees should be made payable to Christ Lutheran Early Education Center (CLEEC). If you have any questions, please feel free to contact Michelle Howard at 913-754-5813.