

Grace Early Childhood Center Enrollment Guidelines

Dear Parents:

Thank you for your interest in the Grace Early Childhood Center. We are pleased to enclose the information and forms required for application to our school. Kindly read the forms carefully so that you have a clear understanding of our application requirements.

Options for part-time preschool for three or four year olds are M-F, M/W/F and T/TH. We offer an AM session from 8:45 - 11:15 a.m. and a PM session from 12:45 - 3:15 p.m. Full day care for infants-preschool classes are available M-F, M/W/F and T/TH, 7:00 a.m. - 6:00 p.m.

Two options are provided for tuition payments - annual and monthly. A three percent discount is available on an annual tuition payment if paid by July 15, 2010, or within 10 days of application (whichever is later).

Monthly payments are divided as follows:

Part-time: PS (3-4 and 4-5)	9 monthly installments from September 1 through May 1
Fulltime: Infant - PS	12 monthly installments from July 1 through June 1

Members and attenders of Grace Brethren Church (Columbus and Powell) who financially support the church by contributing systematically may qualify for the tuition discount following proper verification.

The following items must be completed and returned to meet the application requirements. Incomplete applications will not be processed.

- Student Application (four pages stapled)
- **\$65** application fee per student. (Please make check payable to GBC. This check must be included to complete your enrollment. The enrollment fee is non-refundable.)

Other enclosures: Child Medical Statement • Tuition Schedule • School Calendar of closed days (for full time students)

Admission decisions will be made according to the following priority pools. In order to qualify for priority enrollment, applications must be received by March 31.

First pool – GBC (Columbus or Powell) members/attenders; families with siblings already enrolled (in WCS or the Grace Early Childhood Center)
Second pool – Children of alumni;
Third pool – Open enrollment

Thank you for your kind consideration in completing the required forms. If you have any questions regarding the application process, please call the ECC office at the number below. Office hours are Monday-Friday, 9:00 a.m.-4:00 p.m.

In Christ,

John O. Teevan
Director

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