

**Living Savior Preschool
2022- 2023 Registration Procedures**

Dates and times

Currently Enrolled & Church members:	Wednesday, February 2nd , 2022	9:30-1:15
Previously enrolled families:	Wednesday, February 2nd , 2022	9:30-1:15
Open to General Public:	Thursday, February 3rd , 2022	9:30-1:15

<u>Registration Fees:</u>	\$145 (non-refundable)
	\$115 for each additional child or church member
<u>Activity Fee due May 1, 2021:</u>	\$30 for each family

On the day of registration you will need:

- 1.) A completed 2022 – 2023 **registration form**. Cut on the fold and keep the remaining portion, therein you will find important information regarding tuition, an Activity Fee, classes offered, hours of operation and payment requirements.
- 2.) Appropriate nonrefundable **registration fee**. **Make checks payable to Living Savior Preschool.**
- 3.) For new students, an original certified **birth certificate or passport** for your child is required upon registration by the State Code of Virginia. (If you do not have a birth certificate or passport for your child at registration, you may register your child at Living Savior. However, we must view proof of identification and age prior to the start of school.)

Registration Procedures on Feb. 3rd:

- 1.) Living Savior Preschool will not be posting a sign-up sheet on the door.
- 2.) Registration will be conducted on a first-come, first-served basis in the preschool office.
- 3.) At 9:00 a.m. the preschool doors will be opened. You will sign in with school personnel, then return to your car and wait for a text message that it is your turn to come in.
- 4.) If FCPS are closed due to inclement weather, Living Savior will also be closed and registration will proceed as planned the following school day in session. If FCPS open 1 or 2 hours late, Living Savior will open **one hour late** and registration will begin at 10:30 a.m.

Additional Important Information:

- 1.) A waiting list is established once a class has filled. No fee is required at that time.
- 2.) If you are interested in the availability of a particular class after in-house and previous families register, call the office at (703) 352-4208 Thursday morning.
- 3.) The **Commonwealth of Virginia** requires that each child has a **School Entrance Health Form** before they can begin school. This form is available on our website. The website's address is www.livingsaviorpreschoolfairfaxstation.org. It must be filled out by your child's physician, and returned before the 1st day of school. Updated documentation on additional immunizations is required once between each child's fourth and sixth birthdays. Please update your child's form as needed.
- 4.) In early August, you will receive an LSP enrollment letter with an Open House date and time, a 2022 – 2023 LSP school calendar and information regarding the required enrollment forms to be completed and returned at your child's Open House. Please notify the school office if your address has changed since registration.
- 5.) **The May 2023 prepayment and the Activity Fee are due on May 1, 2022 and are only refundable provided we receive written notification of withdrawal before June 1, 2022.** For those who enroll after June 1, the May prepayment and Activity Fee will be due within 30 days and are not refundable.

Thank you for choosing Living Savior Preschool. We look forward to providing a quality preschool experience for your child. We appreciate your efforts in making the registration process run smoothly. For additional information, please call the preschool office at (703) 352-4208 or email: preschool@livingsaviorlutheran.org.