



REGISTRATION INFORMATION **2025-2026**

Registration for the 2025-2026 school year will begin January 10, 2025. Here is a summary of the options and offerings. If you have any questions, please contact the school office at 963-0356.

CHILD CARE

Babies & Toddlers

12 months-24 months- must be 12 months by September 1, 2025

Class options are 5 days (M-F), 3 days (MWF), or 2 days (T/TH) from 8:30-12:00pm and Extended Care is available from 12:00-4:00pm for an hourly rate of \$12. Early drop off is available from 8:00-8:30am for \$10.

PreK-2

2 years old

Class options are 5 days (M-F), 3 days (MWF), or 2 days (T/TH) from 8:30-12:00pm and Extended Care is available from 12:00-4:00pm for an hourly rate of \$12. Early drop off is available from 8:00-8:30am for \$10.

PRESCHOOL

PreK-3

3 years old- must turn 3 years old by September 1st, 2025.

Class options are 5 days (M-F) or 3 days (MWF) from 8:30-12:00pm. Class size is 12 with 1 teacher. Extended Care is available from 12:00-4:00pm for an hourly rate of \$12. Early drop off is available from 8:00-8:30am for \$10.

VPK

4 years old- must turn 4 years old by September 1st, 2025.

5 days a week (M-F) from 8:30-12:15pm. Class size is 18 with 2 teachers. Extended Care is available from 12:00-4:00pm for an hourly rate of \$12. Early drop off is available from 8:00-8:30am for \$10.

Enrichment

For VPK students

2 afternoons each week (T/TH or W/F) 12:15-2:00pm. Class size is 15 with 1 teacher. Extended Care is available until 4:00pm at the hourly rate of \$12.

Kindergarten

5 years old- must turn 5 years old by September 1st, 2025.

5 days a week (M-F) from 8:30-2:00pm. Class size is 16 with 1 teacher. Extended Care is available from 2:00-4:00pm for an hourly rate of \$12. Early drop off is available from 8:00-8:30am for \$10.

*Children enrolling in PreK-3, VPK, and Kindergarten MUST be potty trained by the first day of school.

We have the right to alter classes offered depending upon our registration.

-All Preschool and Child Care accounts must be current. Registration will not be permitted for any child whose account is in arrears.

-To confirm your child's enrollment, each application must be completed in its entirety and all required documentations and fees must be received at registration.



BIRTH CERTIFICATE

Verification of birth date is REQUIRED for all children not previously enrolled in Child Care or Preschool classes. Registration cannot be processed without this documentation. You must have a copy or a picture of their birth certificate at the time of registration.

REGISTRATION FEE & PRORATED AUGUST TUITION

At the time of registration, the registration fee and the prorated August tuition is due. The registration fee is non-refundable/non-transferrable. If your child is previously enrolled, we can add these 2 fees to your monthly Procure statement. If your child is new to the school, you can pay in cash or check.

HEALTH RECORD REQUIREMENTS

Health records, current for the 2024-25 school year, are required for ALL STUDENTS attending. There are two required forms: 1) DH3040 - School Entry Health Exam; and 2) DH680 Certification of Immunization. Contact your child's pediatrician for these forms.

First Time Enrollees

Health records for "first time" enrollees are due in the school office between June 1, 2025 and July 31, 2025. Any health records for "first time" enrollees received after July 31, 2025 will be assessed a \$50 late fee. Before leaving your physician's office, please confirm that the forms are complete and that the expiration date will be valid through the end of our school year. (The only exception is a student who will require immunizations during the school year; new forms will be issued at that time.)

Re-Enrollees

As a courtesy to re-enrollees, unexpired health records currently on file will be transferred to the next school year. The school office will notify you one month before the expiration date of your child's health records. New health records must be submitted prior to the expiration date. You will be assessed a \$50 fee if updated health records are not submitted before the expiration date. Before leaving your physician's office, please confirm that the forms are complete and that the expiration date will be valid through the end of our school year. (The only exception is a student who will require immunizations during the school year; new forms will be issued at that time.)

LATE FEES

Extended Day fees accrue monthly and are due at the end of each month; any payments not received by the 6th of the following month are subject to a late fee. All balances must be paid by the LAST DAY of school, to avoid a year-end late fee.

In addition, any child not picked up by our 4:00 p.m. closing time will be assessed a \$20 late pick-up fee and \$1/minute after that.

MEET THE TEACHER

Meet the Teacher for our Kindergarten students is Tuesday, August 12th. Child Care and Preschool classes will be Wednesday, August 13th and Thursday, August 14th. You will receive an email from the school in the beginning of August confirming the date, classroom assignment and your child's teacher.



REGISTRATION DATES

If you miss your scheduled registration, you must register at the next **SCHEDULED** registration date/time.
ONLY PARENT OR LEGAL GUARDIAN MAY REGISTER CHILD(REN):

REGISTRATION FOR:	REGISTRATION FORM AVAILABLE:	DATES TO REGISTER:	LOCATION & TIME:
Current VPK students registering for Kindergarten ONLY	Applications are available to print on our website	Friday, January 10 th	LMCS Main Office 8:30-9:00am
All currently enrolled Preschool & Child Care students	Applications are available to print on our website	Wednesday, January 22 nd & Thursday, January 23 rd	Heritage Hall Patio Area 8:30-9:00am
Lake Magdalene Church Members, Siblings & Alumni Families	Applications are available to print on our website	Monday, January 27 th	Heritage Hall Patio Area 8:30-9:00am
Open to the Public	Applications are available to print on our website	Friday, January 31 st	Heritage Hall Building 9:00am

BRING TO REGISTRATION:

1. **Application** (Completely filled out.) **Forms are available at lakemagdaleneecs.org**

2. **Registration Fees**

\$250 1st child

\$175 2nd child

*Re-enrollees once your child's placement is confirmed you will be billed on Procure.

*New enrollees you will pay in cash or check at the time of registration.

3. **Prorated August Tuition**

\$325 5 days a week program

\$200 3 days a week program

\$150 2 day a week program

*Re-enrollees once your child's placement is confirmed you will be billed on Procure.

*New enrollees you will pay in cash or check at the time of registration.

4. **Original Birth Certificate** (for new enrollees only)