

# Waitlist 2023 - 2024

## Good Shepherd Lutheran School and Childcare

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Child's first name \_\_\_\_\_ Last name \_\_\_\_\_

Child's home address \_\_\_\_\_ City & Zip \_\_\_\_\_

Birthdate \_\_\_\_\_ Age (at start) \_\_\_\_\_ Circle: **Boy or Girl**

Guardian #1 \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Guardian #2 \_\_\_\_\_

Email \_\_\_\_\_

Employer \_\_\_\_\_

Are you members of Good Shepherd Lutheran Church? \_\_\_\_\_

Child's Special needs or considerations? \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

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- **A transferrable waitlist fee of \$100 must accompany this form for your child to be placed on the waitlist.** The fee will be applied to the first month if/when your child begins care.
  - Once you have been offered a childcare spot, you must fill out a payment contract, pay fees and childcare deposit, and begin paying childcare rates.
  - A non-refundable annual registration fee of \$200 will be due in order for your child to receive an enrollment packet and begin care.
  - **We require a deposit for childcare. The amount of the deposit is equal to one month tuition.**
  - **You will be billed at the end of each month for the following month. Payments are due on the 1st of the month.** Payments made after the 5th of the month will be subject to a \$25 late fee. Returned checks will have a \$35 fee. **If your account falls 30 days past due, it will be sent to the school board for review.** Payment arrangements can be made. Your account must stay current in order for your child to remain in attendance. Your monthly rate is the same regardless of closure or holidays. Monthly rate is based on an average month with 4 weeks. If your child is here less than your contracted time, you will be charged your normal rate. If you use more than your contracted time, you will be charged for the extra time. If you have a long term schedule change, please see us for a new contract, if it is a temporary change, please fill out a temporary schedule change form at the front desk. **Our program closes at 6:00 pm. Parents will be charged for any minutes over that at a rate of \$1.00 per minute.**
  - If you are leaving our center, a written 30 day notice is required. If at that time your account is in good standing your deposit can be used to pay your final bill. If a 30 day notice is not received your deposit will be used to cover those 30 days and you will be required to pay any remaining balance.

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Desired Start Date: \_\_\_\_\_

Monthly Full Time Rates: \*Class placement determined after enrollment\*

Infant	\$1,350
Wobler	\$1,350
Toddler	\$1,350
Preschool	\$1,150
Prekindergarten	\$1,150
Preschool, PreK: 9:00 am - 3:00 pm	
Mon - Fri	\$1,000
M, W, F	\$600
Tue, Thur	\$400
Add AM	\$75
Add PM	\$75
Preschool, PreK: 9:00 am - 12:00 pm	
M - F	\$525
M, W, F	\$325
Tue - Thur	\$225
Infant, Wobler, Toddler: Part-time as approved by Director	
Over 5 hours	\$65
Under 5 hours	\$55

**Monthly Total**

Preferred Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	
Drop Off						
Pick Up						

**I understand the waitlist policies of Good Shepherd Lutheran School and Childcare. A spot at Good Shepherd is not guaranteed. When a spot becomes available, it will be offered to those on the waitlist, in order. Paperwork will be sent immediately when a spot is offered.**

Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

School Director: Director@GoodShepherdAlbany.org