

Grace Lutheran Early Learning Center

1123 Louisiana Avenue
St. Cloud, Florida 34769
Phone: 407-892-9814 Email: director@graceofstcloud.org

Information

Vacation Policy: Once your child has attended for **one year**, Grace Lutheran Early Learning Center will reserve your child's space for two weeks each year at no charge, otherwise fees are due regardless of attendance. Fees are still due if your child's normal day falls on a holiday or teacher workday.

Summer Camp for PreK & Elementary:

Packets will go out in April/May for summer enrollment. Fees will be due regardless of attendance, except for the weeks which you have predesignated as weeks in which your child will not attend.

Holidays:

Grace Lutheran Early Learning Center is closed 12 days a year and each year varies. For the 2026-2027 school year we will be closed Sept. 7th Labor Day, November 11th Veterans' Day, November 26th Thanksgiving Day, November 27th the day after Thanksgiving, Dec 24th Christmas Eve, December 25th Christmas Day, December 31st for New Year's Eve, January 1st New Year's Day, January 18th Martin Luther King Day, February 19th Rodeo Day, May 31st Memorial Day, and July 5th in observance of Independence Day.

Guidelines:

- 1.** Physical form, immunization record, and birth certificate are required for enrollment. Up-to-date records must be on file throughout your child's enrollment. **Please make sure that you bring in updated forms after all your doctor visits.**
- 2.** Please label all personal belongings with your child's first and last name.
- 3.** Three year old's must be potty trained before entering our PreK 3 program.
- 4.** Grace Lutheran Early Learning Center has an open door policy.
- 5.** Grace Lutheran Early Learning Center reserves the right to cancel enrollment of any child who cannot adjust to the program for any reason.

Licensed: We are Licensed by Department of Children and Families (C09OS0184)

Grace Lutheran Early Learning Center accepts children without regard to race, religion, sexual gender orientation, or national origin.

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REGISTRATION INFORMATION AND PROCEDURES

2026-2027

Thank you for enrolling your child at Grace Lutheran Early Learning Center for the year 2026 – 2027. We appreciate your confidence in us demonstrated by your placement of your (child)ren in our care. We will guard this trust very carefully as we love and teach your child.

Registration Procedures

1. Fill out Registration/Enrollment Form
2. Fill out "All About Me" Form
3. Fill out Emergency Medical Release Form
4. Read pamphlet "Know Your Child's Day Care Center" (New Enrollment)
5. Read and sign "The Flu – A Guide for Parents" (in August or September)
6. Read and sign "Distracted Driver" (in August and April)
7. Read and sign Pledge of Support statement
8. Read and sign Policy & Financial Agreement Form
9. Read and sign Liability Waiver & Photo/Video Release Form
10. Immunization and Physical forms must be current and on file
11. Submit copy of birth certificate if not already on file

Financial Information

1. The registration/supply fees are **non-refundable & nontransferable**. Registration fee/supply fee must be paid at the time of registration. 2026-2027 Tuition fees take effect on June 1, 2026.
2. Preschool and childcare tuition fees are based on a **weekly** fee. **Weekly** payments are **due on Monday each week** and considered late with a \$20 fee if not paid before 9 a.m. on Wednesday of that week's care. These fees will be enforced.
Bimonthly payments are **due on the 1st and the 15th of current month** and will be considered late if not paid by the 5th and the 20th and will be charged a \$20.00 late fee per occurrence. **Monthly** payments are **due on the 1st of the month** and will be considered late if not paid by the 5th of the month and will be charged a \$20.00 late fee. Please make checks payable to **Grace Lutheran**. **All fees are due regardless of attendance.**
3. There is a 10% tuition discount for Grace Lutheran Church members in good standing or a 10% tuition discount for those who have more than one child enrolled in our full time programs.
4. Payments can be made though ProCare, Tuition Express, check, cash and money order. In the event of any returned fees your account will be charged \$40.00.

General Information

1. Our hours of operation are from 6:30 a.m. to 6:00 p.m.
2. **Preschool** only is from 8:30 a.m. to 11:30 a.m. Classrooms open at 8:20 a.m.
3. Our programs consists of: Infants, 1 year old, 2 year old, 3 year old and 4 year old (VPK) and elementary during summer, and school breaks except for Spring Break. **Children must attain the appropriate age on or before September 1st for the registered class/grade.**
4. Parent handbooks are provided at the beginning of each school year via email or on our website. Although not inclusive of every policy, the handbook contains information regarding childcare policies and procedures. We will send home a form to sign that acknowledges receipt of the handbook which must be signed and returned.
5. **All preschoolers MUST be toilet trained. No pull-ups or diapers.**