



## Welcome to Leesburg Presbyterian Church Preschool!



We are in receipt of your **Registration Application** form and the required **Registration and Commitment fees**. Please complete and sign the bottom of this form. The additional forms listed in this box are due no later than September 1st.

**The following forms are available on our website and must be completed and turned in before your child can start preschool.**

1. The Parent Handbook Acceptance Form: Required for all students each year.
2. The VA State Health Form: Required for all students each year.
3. The Pick-Up Authorization Form
4. Original birth certificate (or passport) must be witnessed for all **new** students. The Director will arrange a time for you to bring the document in for processing (no photocopies accepted).
5. MAT (Medical Administration Form): If your child has a food allergy requiring an Epi-Pen/ Auto Injector and/or OTC Antihistamine, the MAT form must be filled out and signed by the prescribing Doctor. The Director will be in touch to arrange a time to meet to go over the Medical Administration and safety procedures as well as LPCP Food Allergy Policy.

**Please complete, sign, and return this form to Director, Angela Helge, as soon as possible. This agreement is required for your child's LPCP file.**

LPCP is in receipt of the non-refundable Registration Fee (\$100 for new students or \$75 for returning students/families and Leesburg Presbyterian Church members) and the non-refundable Commitment Fee which is equal to one month's tuition for all registered classes.

The Commitment Fee is applied to your last tuition for the month of May, 2027. There are 8 additional monthly tuition payments that are due **on the first of each month, beginning on September 1, 2026**, and continuing through April 1, 2027. A **\$25 late fee** will be assessed if the payment is received after the fifth of the month.

**By signing this form**, you are indicating your understanding and acceptance of the Non-Refundable Registration and Commitment Fees, and that tuition payments are due on the 1<sup>st</sup> of the month, beginning September 2026 and continuing through April 2027.

Name of Child \_\_\_\_\_ Class(es) Registered \_\_\_\_\_

Parent's Name \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_