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## *Preparing to Enter Voluntary Pre-Kindergarten (VPK)*

Congratulations and welcome! Transitioning from Preschool into Prekindergarten is exciting but can be a bit overwhelming. Where has the time gone? As we prepare to take your child's education to the next level, we have created this detailed guide to help you be aware of how our program functions and placed a checklist at the end of this letter to help keep you on track.

1. **Enrollment:** Clients may guarantee their child's position in our Summer 2020 and/or our 2020-2021 School Year by simply completing and submitting the attached Enrollment Application and Fees along with your VPK Certificate of Eligibility.
2. **State Funding Credit:** For students who will be four years old on or before September 1, 2020, moving into our Pre-Kindergarten Program this August allows parents to take advantage of State Funding. Simply visit Hillsborough County's Office of Early Learning ([www.elchc.org](http://www.elchc.org)) and obtain a Certificate of Eligibility. (All students should apply to Hillsborough County, regardless of county of residence.) Turn in the Certificate to qualify for our Prekindergarten Tuition Rates (below).
3. **Summer 2020 Tuition Rates:** Monthly tuition for students currently enrolled in our preschool program will remain the same for June and July 2020 and during August (payment due 7/24) adjusts to \$794 for Full Time, \$608 for Part Time. The next tuition payment, due 8/25 for September will be the first of the next 9 payments using the below rates.
4. **Choosing your child's 2020/2021 Pre-K Program:** At Lutz Learning Center, our Pre- Kindergarten Program is structured into a school day. Parents choose whether they would like their child to participate in only the state funded, free portion of the program (8:30-11:30AM), or add our Accelerated Programming choosing between our Part Time or Full Time Program. All Pre-Kindergarten classes begin at 8:30AM, offering drop off as early as 8:25AM. For families wishing to arrive earlier, our Early Riser can be added to any program offering drop off as early as 7AM and breakfast at 7:30AM. If at any point you need to drop Before or After Programs, simply give us appropriate notice.

### 5. *Prekindergarten: 10 Monthly Payments*

Full Time: \*(8:30 AM – 6 PM maximum, all meals child is present for included)

Pre-K (with VPK Certificate) \* \$765

Pre-K (w/out VPK Certificate) \* \$990

Part Time: (8:30-2:15 PM includes lunch)

Pre-K (with VPK Certificate) \$555

Pre-K (w/ out VPK Certificate) \$790

Spring Break \*Not included in VPK school year rate (10 hour max day) \$175/week

6. **School Year Breaks:** During the 2020 – 2021 School Year, Lutz Learning Center will close during the two weeks of Christmas Break (12.20.20 – 01.01.21). Tuition has been averaged over the 10 month school year and will remain consistent with the exception of the first month for students transitioning out of our summer program. The VPK program is out of session the week of Thanksgiving (11.23.20 – 11.25.20) and Spring Break (03.15.21 – 03.19.21). There is no additional charge to attend Thanksgiving week for students enrolled in our Full Time Program. Students enrolled Part Time may attend for \$50 per full day or \$40 for a part time day. Spring Break is not included in any of the Prekindergarten program tuitions but can be added at the previously mentioned rates. Families may choose to enjoy alternate times off during the school year with their child however, please be aware State Funding will not reimburse a client account for absences exceeding more than 20% of any month the program is in session. Our 2020 – 2021 School Year Calendar has launched on the website for your review.

7. **Uniforms:** Our everyday school uniform consists of a black polo embroidered in tan with the school logo and the khaki bottoms of your choice. Students should wear closed toed black shoes and white or black socks. Expressing individuality with accessories such as headbands or super awesome socks and such is not frowned upon during daily activities. However, on the occasion that your student is scheduled to attend a field trip and has been instructed to wear the “Everyday Black Polo Uniform”, please be sure to adhere to the dress code so that we may present a united front. No uniforms will be required in our Summer 2020 Program unless we are taking a field trip, in that instance we have a radical summer camp t-shirt just for you!
8. **Field Trips:** Entering our Accelerated Pre-Kindergarten Program offers your child the adventure of Field Trips (and more importantly, we get to ride the bus!) We charge an annual Field Trip Fee of \$50 to cover all trips at the start of our year.
- a. Permission Forms: For every trip we take, a permission form is created. These forms serve two purposes:
    1. To be assured clients are aware we will be off campus and inform them of the time, dates and location.
    2. To provide the teacher with a class list of the best contact phone number to reach a parent in the event of an emergency on the designated day.

*It is the responsibility of the parent to be sure the permission is signed prior to the day of the trip. Teachers and the administration do not have the ability to make last minute phone calls to confirm permission in addition to the coordination of our excursions. Please be very cognizant of upcoming trip details and requirements.*
  - b. Parent Volunteers: Because of our low teacher to student ratios and the fact that field trips are a privilege earned at school through good behavior, parent chaperones are not necessary on trips. However, we encourage parent involvement in our program and welcome parents to join us on our excursions. Please plan to give us 30 days notice of any trips in which you would like to participate so that we may go over the expectations and requirements for chaperoning. Be aware, our volunteers act as teacher’s aides and a background screening and school uniform is required. More information can be found here: <http://www.lutzlearning.com/volunteer.html>
9. **School Supplies:** Lutz Learning Center provides all “in class” school supplies for Part Time and Full Time Students. The annual fee is \$ 50 and is payable at the start of the school year. Outside of a uniform, students will also need bug spray if desired, and a crib sheet and light blanket for resting periods. Backpacks are optional and must fit inside our cubbies. Students attending the free program will receive a supply list supplied at Open House towards the middle of summer.
10. **Nap Time/ Rest Period:** Very few children volunteer to rest when the choice is optional. For this reason, we begin each school year asking all Part Time and Full Time Pre-K students to rest and determine which students in fact need or prefer a rest period. If we find that the large majority do not need a rest period or need only a brief rest period, we adjust as we progress into the school year.
11. **Auto Pay Options:** Now, it is easier than ever to use our “Easy Button” for tuition payments. Please ask us how to set up automated tuition payments using credit card or checking account.
12. **More Ways to Save:**
- a. Refer a new student: Do you know someone that may fit the criteria of an LLC student? You can earn up to \$500 per elementary or middle school student referred and up to \$100 per preschool student referred beginning June 2020.
  - b. Prepay tuition: Pay annually, biannually, or quarterly.

**Checklist:**

1. Review 2020-2021 Tuition Rates.
2. Choose your student’s program schedule
3. Enrollment Application and fees submitted.
4. Obtain and submit your Certificate of Eligibility.
5. Review 2020-2021 School Calendar
6. Review the everyday Dress Code
7. Know your Field Trip responsibilities
8. Keep a lookout for Open House in July 2020

I sincerely hope this guide is helpful in navigating your family into the Pre-Kindergarten realm, as always, please reach out if we can be of any assistance!

Warm regards,

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