



The Ethel & Samuel J. LeFrak School
Lighthouse International Child Development Center
111 East 59th Street
New York, N.Y. 10022

ABOUT US.....

Thank you for your interest in the Lighthouse International Child Development Center! We are a preschool program serving children ages 2.5 – 5 years of age.

We pride ourselves on being an inclusive setting that allows children who need support to receive appropriate services at our center while simultaneously provide a warm, inviting, language-rich and fun environment for children of all abilities. Research clearly indicates that children learn best in environments that provide opportunities to act and learn from peer role-models. Our school does just that with small class sizes and highly qualified personnel.

THE PROCESS....

Families are invited to tour the program and meet with one of our administrative staff to talk about the variety of options we offer. If the program is a viable option for the family, we ask that the child be brought to the school on a separate day for a short visit in one of our classrooms.

If it is agreed upon that the child may be a fit for the program, the family leaves a deposit to secure a spot. We require that a completed medical and immunization record be submitted to our office at least 2 weeks prior to the start date. Seats are available on a first come, first served basis. **Our enrollment is rolling and children may be accepted throughout the year.**

THE BASICS.....

The regular preschool day is from 8:45 – 2:30. We do offer before and after care options as long as there is sufficient interest. We are a preschool and not a day care center and our calendar traditionally follows very closely to that of the NYC Department of Education calendar. We do reserve the right to make changes with ample notice provided.

We do hope that you find this information helpful and we look forward to hearing from you soon.

Sincerely,

Ginny Pankowski

Office Manager

Phone: 212-821-9604

Fax: 212-821-9656

E Mail: gpankowski@lighthouse.org

Kara Conroy

Principal

Phone: 212-821-9616

Fax: 212-821-9656

Email: kconroy@lighthouse.org



LIGHTHOUSE
INTERNATIONAL

Maximizing Your Vision for Life

PAYMENT CONTRACT
2012-2013

Child's Name _____ Date of Birth _____ Gender (M) (F)

Requested Start Date _____ Phone () _____ Email _____

PRESCHOOL

_____ 3 year old Full Day 8:45 am – 2:30 pm \$1400 per month

_____ 4 year old Full Day 8:45 am – 2:30 pm \$750 per month

BEFORE AND AFTER CARE

_____ Before Care Drop off starting at 7:30 am \$300 per month
5 Days Only

_____ Before Care Drop off starting at 8:00 am \$175 per month
5 Days Only

After Care – 3/4/5 Day Options

Families may choose to use 3-5 days for After Care. This is to meet the needs of families who do not need care 5 days a week. These options require you to stick to set days. Changes may require up to 4 weeks and are subject to availability. The program is limited due to space and staffing therefore certain days may be capped. Last minute changes cannot be accommodated for this reason.

Circle 3 Days

_____	3 Days After Care	Mon	Tue	Wed	Thur	Fri
		<i>Choose One</i>				
		_____	3:30 pm Pick Up			\$200 per month
		_____	4:30 pm Pick Up			\$350 per month
		_____	5:30 pm Pick Up			\$450 per month

Circle 4 Days

_____	4 Days After Care	Mon	Tue	Wed	Thur	Fri
		<i>Choose One</i>				
		_____	3:30 pm Pick Up			\$275 per month
		_____	4:30 pm Pick Up			\$450 per month
		_____	5:30 pm Pick Up			\$600 per month

Circle 5 Days

	5 Days After Care	Mon	Tue	Wed	Thur	Fri
		<i>Choose one</i>				
		_____	_____	_____	_____	_____
			3:30 pm Pick Up			\$350 per month
		_____	4:30 pm Pick Up			\$550 per month
		_____	5:30 pm Pick Up			\$750 per month

NOTES:

Today's Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Tuition	\$ _____
Before Care	\$ _____
After Care	\$ _____
Total Monthly Cost	\$ _____
<i>Discounts provided to families utilizing multiple program components</i>	

Security plus tuition for the month must accompany this form. The security deposit will be applied towards the tuition once the session begins. The full tuition must be submitted in order to guarantee placement. All forms and tuition must be submitted no later than one month prior to the start date.

Cash, Check, Money Order, Master Card and Visa are acceptable forms of payment. Checks returned by the bank shall incur a \$50.00 returned check charge. Future payments may be requested by certified funds.

Parents are expected to pay for the full month even if the child is withdrawn before the end of the month, on vacation for part of the month or sick. Parents are required to give the center 4 weeks' notice when a child is being withdrawn, otherwise tuition for the month will be charged and the security deposit held. To retain a space in the Center, parents must continue full tuition payments. Parents must commit to one option listed above. A program change must be submitted in writing to the office. Changes may require up to four weeks' notice after approval to go into effect for staffing reasons.