

Little People's School  
First United Methodist Church - Katy  
5601 5<sup>th</sup> St.  
Katy, TX 77493  
281-391-6577 281-391-7661-fax  
Email – [dpool@firstmethodistkaty.com](mailto:dpool@firstmethodistkaty.com)

## Registration Procedures

Review class schedule and select your class preference.

REGISTRATION – LPS registration is done on a first come basis. Some classes fill quickly so prepare accordingly. Parents are given a number as you enter the building. Have registration form completed and payment ready then proceed to the table when your number is called. Children are enrolled for an available spot upon payment of a registration fee of \$100.00. Registration is for a particular age group and days but not a specific teacher or classroom. When classes are filled, a waiting list will be kept in the order of application. **REGISTRATION FEES ARE NON-REFUNDABLE.**

CHILDREN ENTERING A THREE-YEAR OLD AND OLDER CLASS MUST BE POTTY TRAINED. TUITION MUST BE PAID TO HOLD THE SPOT IF A CHILD IS SENT HOME TO COMPLETE POTTY TRAINING.

TUITION – The yearly tuition is divided into nine equal payments with one half of the first payment due August 1, 2021 and the remainder one half due May 1, 2022. Full monthly tuition amounts are due September 1, 2021 through April 1, 2022. Tuition fees are due on the 1<sup>st</sup> day of each month. First payments due on August 1<sup>st</sup> must be paid by check or cash. Remaining tuition payments must be paid through our brightwheel app, hand delivered to the box in the director's office or mailed to the office. **Do not send payments to school with your child or hand them to the teachers.** Non-refundable supply fees of \$50.00 per child enrolled are due on August 1, 2021 and January 1, 2022.

FORMS - There will be a late fee of \$25.00 for any missing forms after August 5<sup>th</sup>. This allows us time to complete our office files and prepare class rosters for our teachers. After completing a registration form and paying the fee, parents will be given a folder containing enrollment paperwork. All **completed** paperwork is due by August 1<sup>st</sup>. Please notify the office if your school plans change after registration so we can accommodate children on our waiting list. During the summer, you will receive a few more pieces of information as well as a reminder when all paperwork is due back.