

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 – [dmccollum@katyfirst.org](mailto:dmccollum@katyfirst.org)

## Registration Procedures

1. Review class schedule and select class preference.
2. 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. Proceed to the registration table when your number is called with your completed registration form and payment. Children are enrolled for an available class opening upon payment of a registration fee of \$100.00. (check/cash) Registration is for a particular age group but not a specific teacher or classroom. Children entering a three year or older class must be potty-trained. When classes are filled, a waiting list will be kept in the order of application. **REGISTRATION FEES ARE NON-REFUNDABLE.**
3. TUITION - The yearly tuition is divided into nine equal payments with one half of the first payment due Aug. 1, 2022, and the remainder one half due May 1, 2023. Full monthly tuition amounts are due Sept. 1, 2022, through April 1, 2023. Tuition fees are due on or before the 1<sup>st</sup> day of each month. Monthly tuition must be paid through our parent app, hand delivered to the school office or mailed to the above address. **Do not send payments to school with your child or hand them to the teachers.** Please note payment details including child's name and what the payment covers. Non-refundable supply fees of \$50.00 per child enrolled are due on August 1, 2022, and January 1, 2023.
4. FORMS - There will be a late fee of \$25.00 for any missing forms after August 1<sup>st</sup>. This time frame ensures that we will be able to complete our office files and prepare class rosters for our teachers before school begins. Upon the completion of turning in registration form and payment, parents will be given a folder containing all needed enrollment paperwork. Current students will receive their folder before summer break. All **completed** paperwork is due by August 1<sup>st</sup>. Please notify the school office if your enrollment plans change 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.