

# First Lutheran Children's Programs



## Registration Packet Quality Child Care for Children Ages 12 Months to 12 Years

A Ministry of  
First Lutheran Church

[www.flcp-childcare.org](http://www.flcp-childcare.org)

207-797-2260

# Program Hours

Program	Program Hours	Calendar	Public School Snow Days	Public School In-Service Days	Public School Vacations	Public School Holidays
<b>Full-Day Toddler Classes</b>	7:30 AM to 5:30 PM	Year– round	Open most snow days	Open	Closed some vacations	Closed most holidays
<b>Full-Day Pre-K and Preschool Classes</b>	7:30 AM to 5:30 PM	Year– round	Open most snow days	Open	Closed some vacations	Closed most holidays
<b>School Age Care (SAC) Grades K—5</b>	Before School 7:00-8:45 AM After School 3:30-5:30 PM	Public School Year (&) — see note below	Open most snow days	Open	Open Feb. vacation if enough demand	Closed most holidays

## NOTES:

- **Public School** refers to the **Portland Public School System**.
- **(&)** — Children in **School Age Care (SAC)** are eligible to enroll in our **Summer Day Camp**, which provides care from late June through mid-August. These combined programs provide year-round care.
- All programs are closed for 1 to 1 1/2 weeks at Christmas, 1 week during April vacation, and 1 to 1 1/2 weeks in late August and one **FLCP Staff In-Service** training day.

## The Staff

- Qualified, caring early childhood and school age care professionals.
- All staff are trained in CPR & First Aid.
- Registered with Maine Roads to Quality.

### **First Lutheran Children’s Programs :**

- Licensed by the State of Maine Department of Human Services. Quality for Maine Star 5.
- Accredited by the National Association for the Education of Young Children (NAEYC) for our Toddler, Preschool and Pre-K programs.
- Admits children of any race, color, gender, national and ethnic origin.
- Well-established program with an outstanding reputation for providing quality care to toddlers, preschoolers, school age care children and youth.

**FOR MORE INFORMATION ABOUT OUR PROGRAMS, OR TO ARRANGE A VISIT, PLEASE CALL (207) 797-2260**

# Tuition Rates

## Admissions Procedure:

1. Please contact the office to set up a tour with the program director.
2. For Toddlers, Preschool and Pre-K: we require a non-refundable deposit of one week's tuition. This will be applied to the last week of care for families that stay enrolled in our program.
3. Complete & return the application with the non-refundable \$100 registration fee to:  
First Lutheran Children's Programs  
132 Auburn Street  
Portland, Maine 04103

## Financial Assistance:

- Limited financial assistance is available. We accept payments from the following State of Maine programs: ASPIRE, Child Care Affordability Program (CCAP) and Transitional Childcare. **We have a cap on the number of slots available for state & FLCP funding. Please inquire about availability of subsidized slots.**
- Sibling discounts of 15% are also available if a sibling is attending one of our other programs. The discount applies to the lower tuition amount.

**Tuition Rates:** The 2024-2025 Program Year rates were approved by the Board in June 2024.

<b>Toddler Programs</b>	<b>Daily Rate</b>	<b>Weekly Rate</b>
(Ages 1 — 2 years)	\$112	\$385
(Ages 2 — 3 years)	\$112	\$385

<b>Preschool and Pre-K Programs</b>	<b>Daily Rate</b>	<b>Weekly Rate</b>
Preschool (Ages 3-4 years)	\$106	\$375
Pre-Kindergarten (Ages 4-5 years)	\$106	\$375

<b>School Age Care Program</b>	<b>Daily Rate</b>	<b>Weekly Rate</b>
Before School Only	\$39	\$118
Afternoon School Only	\$41	\$141
Before School and After School	\$59	\$188

## REFUND POLICY

- A 2-week notice to the office is required to withdraw from the program. Tuition payments are required during this notice period. Any unused tuition payments will be refunded.

# First Lutheran Children's Programs

First Lutheran offers an **EXCITING** beginning to your child's early education! We also offer a **QUALITY**, fun and caring place for children and youth during times away from parents and out of school time.

## Toddler Program (Ages 1-3)

- Accredited by NAEYC
- Full-day care for children ages 1 to 3
- Developmentally appropriate curriculum
- Warm, nurturing, safe and creative learning environment
- Story time
- Art, music, dance and sensory activities
- Daily outside play (weather permitting)
- Healthy, nutritious snacks
- Teacher to child ratio of 1 to 5
- Afternoon nap
- Parent/Teacher conferences

## Pre-K Program (Ages 4-5)

- Accredited by NAEYC
- Developmentally appropriate curriculum for ages 4-5 (child & teacher driven, incorporating children's interests)
- Warm, caring, safe and creative learning environment
- Environment that fosters independence, self-esteem, self-control, and love for learning
- Handwriting Without Tears program
- Focus on social & self-help skills, independence and self-esteem
- Creative and hands on learning centers
- Monthly enrichment programs
- Variety of materials, books and hands-on activities
- Free choice play
- Daily outside play (weather permitting)
- Healthy, nutritious snacks
- Teacher to child ratio of 1 to 10
- Parent/Teacher conferences
- Introduction to basic skills in pre-reading, math, science and social studies

## Preschool Program (Ages 3-4)

- Accredited by NAEYC
- Developmentally appropriate curriculum for ages 3-4
- Teacher to child ratio of 1 to 8
- Structured play and social interaction
- Hands on learning centers
- Focus on social skills, independence and self-esteem
- Creative and hands on learning centers
- Warm, safe, nurturing and creative learning environment
- Creative art projects and dramatic play
- Daily outside play (weather permitting)
- Parent/Teacher conferences
- Monthly enrichment programs
- Healthy, nutritious snacks
- Variety of materials, books and hands-on activities

## School Age Care Program (Ages 5-12)

- Emphasis on building relationships between children and adults
- Staff to child/youth ratio of 1 to 10
- A balance of large, small and individual activities
- Healthy, nutritious breakfast & snack
- Many and varied daily choices of activities
- Daily outside play (weather permitting)
- We provide care for children who attend Lyseth Elementary School

## Special Facts About All Our Programs

- Not-for-profit
- Christian atmosphere (non-denominational)
- Parent involvement encouraged but not required
- Competitive tuition
- Monthly newsletters
- Special events
- Awesome, fenced playgrounds
- On-site woods to explore
- Basketball hoop & large hardtop play area

# Application



Child's Full Name: \_\_\_\_\_ M/F \_\_\_\_\_ Birth Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Grade/Class (as of September) \_\_\_\_\_ Date Form Completed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Primary Address: Street \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Custodial Parent's/Guardian's Full Name: \_\_\_\_\_

Home Address: *Please check if same as primary* \_\_\_\_\_

Street \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Second Parent's/Guardian's Full Name: \_\_\_\_\_

Home Address: *Please check if same as primary* \_\_\_\_\_

Street \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Emergency Contact's Full Name: \_\_\_\_\_  
(**NOT** Parent/Guardian)

Relationship: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Second Phone: \_\_\_\_\_

**Please Complete Other Side**

**FOR OFFICE USE ONLY**

Reg. Fee: : \_\_\_\_\_

Date: \_\_\_\_\_

Check #: \_\_\_\_\_

# Application



Child's Name: \_\_\_\_\_ Date Form Completed: \_\_\_\_\_

Please check the days your child will attend our programs:

Toddler & Full-Day Preschool Programs (*)	M	T	W	TH	F
Toddler Class (Ages 1 to 2 years old)					
Toddler Class (Ages 2 to 3 years old)					
Preschool Class (Ages 3 to 4 years old)					
Pre-K Class (Ages 4 to 5 years old)					

(\*) Age cut off for classroom placement is based upon October 15 of current program yr.

School Age Care Program (grades K through 5th)	M	T	W	TH	F
Before School					
After School					

Please indicate if your child will need financial assistance.

My family will be applying for subsidized childcare through one of the State of Maine's programs (ASPIRE, Child Care Affordability Program (CCAP) or Transitional Childcare).

Yes \_\_\_\_\_ No \_\_\_\_\_

We do not qualify for the state programs, but would like to be considered for a partial scholarship from First Lutheran Children's Programs (\*):

Yes \_\_\_\_\_ No \_\_\_\_\_

**Please note that we have limited financial aid slots (both FLCP & State funded). Some may be filled by current families.**

(\*) — proof of ineligibility in the state programs must be provided

Please Complete Other Side