



PART-TIME ENROLLMENT APPLICATION

Child's Name: _____ Date of Birth: _____

SoulShine offers a healthy, enriching, well-balanced, full-day Infant and Preschool program. Depending on age and availability, part-time enrollment options may be available. Any part-time enrollment request is to be approved by a designated SoulShine manager and is initiated through the completion of this application. **Please print, complete, sign, scan and email to kate@makeyoursoulshine.com or leave with one of the managers.**

Part-Time Enrollment Currently Available

- 3 days/week (\$255/week tuition) 2 days/week (\$200/week tuition)

Attendance Days Desired

3 days per week

- Monday, Wednesday, Friday

2 days per week

- Tuesday and Thursday

Parent acknowledges the following (please signify acceptance by checking each box):

- All annual registration fees and supply fees will still be collected for all students.
- Four weeks' notice is required to shift from full-time to part-time enrollment.
- Wait-listed full-time students will have priority over wait-listed part-time students. Part-time complementary placements (one M-W-F student and one T-Th student) for children of the same age require that they be enrolled together and graduate together. Consequently a full-time wait-listed student could be enrolled more quickly than a part-time student, even if the part-time student has been on the wait-list longer.
- Return to full-time enrollment is not guaranteed
- If space is needed for a full-time student, you may be offered the opportunity to return to full-time status or give the required notice for withdrawal from the preschool. Your decision must be made within three business days
- The designated SoulShine manager will approve or deny the request for part-time enrollment within three business days and will set the effective date of the change (four weeks in the future).
- The attendance days cannot be changed once approved.** The extracurricular activities (Learning Landscape) schedule will change over time. There is no opportunity to make up day(s) due to absence.
- Parents of part-time students will not receive preferential wait-list treatment in the event a sibling wants to enroll at the Preschool.
- Parents of part-time students are encouraged to volunteer in the classroom, but the use of volunteer hours to offset tuition cost over the holiday break is not available.

Parent Signature: _____ Date of Request: _____

SoulShine Mgmt. _____ Approved Effective Date: _____

Date: _____ Declined Reason: _____