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College of Human Sciences & Education
Early Childhood Education Laboratory Preschool

APPLICATION

Child's name: _____ Date of birth/Expected due date/Expected adoption date: _____ Gender: _____

Sibling(s) attending or applying to ECELP: _____ Requested starting date: _____

Sponsor's Name: _____ LSU ID# _____

Custodial parent? Yes No If no, relationship to child?: _____

Home phone: _____ Work phone: _____ Cell phone: _____

Address: _____ City: _____ Zip _____ E-mail: _____

Sponsor's status (**check one**): LSU Full-time Student LSU Full-time Staff LSU Full-time Faculty

LSU Part-time Student LSU alumni LSU part-time, adjunct, WAE staff/faculty

Other LSU Affiliation- please explain: _____

Co-Sponsor's Name: _____ LSU ID# _____

Custodial parent? Yes No If no, relationship to child?: _____

Home phone: _____ Work phone: _____ Cell phone: _____

Address: _____ City: _____ Zip _____ E-mail: _____

Sponsor's status (**check one**): LSU Full-time Student LSU Full-time Staff LSU Full-time Faculty

LSU Part-time Student LSU alumni LSU part-time, adjunct, WAE staff/faculty

Other LSU Affiliation- please explain: _____

The LSU Early Childhood Education Laboratory Preschool reserves the right to dismiss a child, at its sole discretion, if it believes the child's continued presence at the Preschool is not in the best interest of the child and/or LSU, including but not limited to, the following:

- A misrepresentation was made in the application and/or enrollment process.
- The Preschool cannot meet the physical, mental, or emotional needs of the child.
- The child threatens the safety, health and/or well-being of himself/herself or others.
- Failure by a parent/guardian to attend a formal conference requested by the Director.
- Nonpayment of any assessed tuition or fees.



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Application Process

To apply for enrollment at the LSU Early Childhood Education Laboratory Preschool, this application form must be completed, signed and received with the \$75.00 application fee paid in full. Applications for enrollment are considered on a first-come, first-serve basis and are date stamped when received at the Early Childhood Education Laboratory Preschool. Therefore, the application form and the \$75.00 application fee should be submitted as early as possible. Delay in submission may create a longer wait for enrollment. Please note that completion of the application and payment of the application fee do not guarantee enrollment at the Center.

Waiting List Process

Children six weeks to five years of age are eligible to enroll. Enrollment priority is determined by the following criteria:

1. Siblings of children currently enrolled at the LSU Early Childhood Education Laboratory Preschool
2. Children of full-time staff, faculty and currently enrolled students at LSU.
3. Children of individuals with secondary affiliations to LSU
4. Children from the surrounding community

Determination of Available Space

The Early Childhood Education Laboratory Preschool is committed to enrolling any and all eligible children from the waiting list as soon as openings within the Center become available. Openings within the center typically occur as a result of:

- a currently enrolled family providing written notice of a child's last day of attendance, or
- children promoting to other classrooms within the center.

Most openings typically occur at the end of a semester, but on occasion openings occur in the middle of the semester.

Notification of Available Space

When a position in a classroom becomes available, a member of the Early Childhood Education Laboratory Preschool administrative team will contact the family via phone and e-mail to offer a space. The family will be given 24 hours to accept or decline the space. This short time frame is intentional so that families on the waiting list have the shortest wait possible.

If the space is accepted at that time an appointment to complete registration will be scheduled. At the time of registration a \$250.00 non-refundable registration fee and the first month's tuition is due. Additional fees include a \$300 Materials and Technology fee, along with a \$100 Building/Use fee. These fees must be paid prior to the first day official day of Preschool.

If full payment of the registration fee and first month's tuition is not received at the time of registration, the family will be given 48 hours to submit payment. If the family does not submit payment within 48 hours, the space will be offered to the next family on the list. This will result in the child's name being permanently deleted from the waiting list.

If a family is offered a space for enrollment within the Early Childhood Education Laboratory Preschool and the space is declined, the Early Childhood Education Laboratory Preschool will provide written notification and/or e-mail confirming that the child was removed from the waiting list.

I hereby certify that all information provided to LSU is true and correct. I hereby authorize LSU to verify any information I have supplied in connection with this application. I understand that false information may result in the loss of potential fee reduction and may result in the loss of eligibility for the services provided by the LSU Early Childhood Education Laboratory Preschool. I understand that if I am a student, that false information may result in discipline up to and including expulsion from Preschool through the Office of the Dean of Students. I understand that if I am an employee of LSU, that supplying false information could result in employment discipline up to and including termination of employment.

Signature of Sponsor: Parent/Guardian

Date

Mail completed application and a **non-refundable** application fee of \$75.00 (payable to LSU Early Childhood Education Laboratory Preschool) to:

LSU Early Childhood Education Laboratory Preschool
Gourrier Lane
Baton Rouge, LA 70803

The LSU Early Childhood Education Laboratory Preschool does not discriminate on the basis of gender, race, creed, religion, class, ethnic background, or breastfed children. LSU is an equal opportunity/access university.