

2026-2027 UNIVERSAL CHILD CARE ASSISTANCE POLICIES

Growing with God



St.LukePreschool

ENROLLMENT POLICIES

- Registration is on a first-come, first-served basis. A registration form, fee, and confirmation of application of Child Care Assistance under Universal Child Care through the ECECD are due at time of registration.
- Final class placements for the following school year will be made in late April and are based on age eligibility, development, where the child is with respect to the potty-training process at that time, teacher recommendations (if applicable), and parent input.
- The School Year is August to May with closures for: Holidays, School Breaks, In-Services, Parent-Teacher Conference Days, Inclement Weather and Emergency Situations.
- The two-day program is Tuesday/ Thursday; the three-day program is Monday/ Wednesday/ Friday.
- Class placement is determined by child's age as of September 1st, exceptions may be made solely at the Director's discretion.
- The Intermediate Multi-Age Class, the Older Multi-Age Class, and the KinderPrep Class are for fully potty-trained children only – unless there is an identified developmental delay as documented by a healthcare professional. ****Please note that our "Fully Potty-Trained" policy states: "Only children who are fully potty-trained may move up into our older classes. Fully potty-trained means that the child does not wear diapers or Pull-Ups for any portion of the school day, that there is no pattern of accidents, that both urination and bowel movements take place consistently in the toilet, and that the child is able to take care of restrooming needs independently (including wiping his/ her bottom independently)."**
- Because our school year ends in May, and one of the primary goals is to offer a stable and consistent program for young children, we do not offer mid-year enrollment for children who are not 2 years of age by January 1st.
- Enrollment in Extended Care can take place at any time during the school year, space available.
- **St. Luke Preschool does not accept New Mexico Department of Health Exemptions from Immunization Requirements. Children must be fully immunized, and proof of up-to-date immunizations is required to enroll.**

CHILD CARE ASSISTANCE CONTRACT POLICIES

- A \$150 registration fee is required for new families who are in the application process and have not yet received an approved contract. Once an approved contract has been received, the registration fee will be returned. If a contract is not approved, the registration fee will be deposited.
- No registration fee is due for families who are currently receiving Child Care Assistance.
- Parents/ Guardians are required to communicate all child absences to St. Luke Preschool. Absences of 14 consecutive calendar days must be communicated by the family to the ECECD.
- Families must notify St. Luke Preschool 14 days in advance of disenrollment from the preschool.

Licensed for children ages 2-5, St. Luke Preschool is an inclusive program that welcomes all families and all children. Equal access of services is provided regardless of race, color, religion, national origin, ability, sexual orientation, gender identity, pregnancy, or age. Please see the Family Handbook for more detailed information regarding enrollment and tuition policies, extended care, drop-in policies, and other yearly fees and obligations.

QUESTIONS & TOURS:

9100 Menaul Blvd NE
Albuquerque, NM 87112
(505) 292-8812
www.stlukepreschool.org

Director: Lori Erven
Email: stlukesc@thuntek.net
Office Administrator: Jane Clinger
Email: stlukepreschool1956@gmail.com