



## Admission Process

### **Visit the School:**

Families who are interested in applying have an opportunity to tour the facility and meet the teaching staff prior to submitting the application.

Tours are by appointment only. To schedule a tour or to obtain more information, please call 415-200-8607

### **Application Process:**

A recent family photo and a non-refundable and non-transferable application fee of \$100 or \$150 for both location is due along with the completed application form.

Applications are accepted throughout the year. Once application is submitted, we will process the application and place your child on the waitlist if all the spaces are filled. To confirm the application process is done, email confirmations will be sent to families.

**\*\*\*Admission is accepted throughout the year as soon as space becomes available\*\*\***

### **Acceptance and Deposit:**

Once notified of acceptance, families must submit a deposit to secure the child's space in school, schedule a play date, complete all documents/forms in the enrollment package, and attend an orientation meeting.

All parents are required to submit LFP a deposit in the amount of one month's tuition at the time of enrollment. When parents withdraw their child from LFP or LFP terminates care, the deposit will first be applied to any outstanding fees owed by the parent. If there are no outstanding fees or if the outstanding fees are less than the deposit, the parent will either receive a full refund or partial refund of the deposit. If the outstanding fees are more than the deposit, the parent will not receive a refund and must pay LFP the difference. The deposit will be refunded to you by your child's last day of attendance given that there are no outstanding fee.

- Submit deposit and activity fee via Zelle: [littlefootprintsfinance@gmail.com](mailto:littlefootprintsfinance@gmail.com). A confirmation will be emailed to you.