Registration Time for 2019-2020 School Year

Dear Families:

It is hard to believe that we are already preparing for next school year! The children are having a wonderful year and are learning a great deal socially, emotionally, and spiritually. We have been blessed on a daily basis to be a part of your child’s development and look forward to being a part of their continued growth.

To secure your enrollment for the fall, we are asking that you submit a registration fee of $100.00 for one child or $150.00 per family.

I am also attaching the 2019-20 tuition rates and schedule. Our preschool hours will be from 8:30am-12:30pm. Extended day will run from 12:30pm-3:30pm. Please, choose only those days that apply to your child. We will do our best to accommodate everyone’s choice. As you may know, it depends on enrollment. I will be in contact with each of you as to your choice preference if something changes.

\*\*\*Change to the 2019-2020 school year.

1. Tuition has been raised to keep up with cost of living adjustments.
2. We offer a five day PK program.
3. We will have preschool classes Monday-Friday. There will be no more drop in Mondays.

 Please, feel free to contact me with any questions.

In God’s Love:

Shelby Low

St. Stephen’s Episcopal Preschool

8693 Old Dumfries Road

Catlett, VA 20119

540.788.3364 preschoolststephens@yahoo.com

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Preferred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age (as of 10/1): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child lives with: \_\_\_\_ both parents \_\_\_\_\_Mother \_\_\_\_\_\_Father \_\_\_\_\_ Other:\_\_\_\_\_\_\_\_\_

If divorced, who has legal custody?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Schedule/Tuition Rates**

\_\_\_ Twos (2 years old by 10/1) \_\_\_\_ M \_\_\_\_ T \_\_\_\_W \_\_\_\_ TH \_\_\_\_\_ FR

\_\_\_ Threes (3 years old by 10/1) \_\_\_\_ M \_\_\_\_ T \_\_\_\_\_W \_\_\_\_ TH \_\_\_\_\_ FR

\_\_\_ Fours (4 years old by 10/1) \_\_\_\_ M \_\_\_\_ T \_\_\_\_\_ W \_\_\_\_ TH \_\_\_\_\_ FR

**Extended Day/ Rates**

Extended Day Hours: 12:30pm-3:30pm

Drop-in: $20 per day

Enrolled: $15 per day

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Day | Rate per month |  | Days | Check Box |
| 1 day | $60 |  | Monday |  |
| 2 days | $120 |  | Tuesday |  |
| 3 days | $180 |  | Wednesday |  |
| 4 days | $240 |  | Thursday |  |
| 5 days | $300 |  | Friday |  |

**Tuition Rates**

\_\_\_\_ 2 days: $210 per month

\_\_\_\_ 3 days: $240 per month

\_\_\_\_ 4 days: $285 per month

\_\_\_\_5 days: $310 per month

 FOR OFFICE USE ONLY

|  |  |
| --- | --- |
| Amount Due:  |   |
| Discount:  |   |
| Total Due:  |   |
| Total Paid:  |   |
| Check # or Cash:  |   |

TERMS OF ENROLLMENT

I/We wish to enroll the above named child in the St Stephen’s Episcopal Preschool for the full term of nine months and one half month, beginning in the middle of August and ending at the end of May. A school day will be for the period of 8:30 a.m. until 12:30 pm. Children must be the proper age by October 1, 2019. For example, children wishing to enroll in the 3 year old class must turn 3 years old by or on October 1, 2019.

I/We agree to pay annual tuition for the chosen program for the full term of nine months with a pro-rated month in August. If for any reason the child needs to be withdrawn from the school during the school year, thirty days’ advance written notice shall be given to the school in writing. Should the applicant desire to make the withdrawal without thirty days’ advance written notice, the applicant agrees to pay a sum equal to one month’s tuition. Tuition cannot be refunded for any reason. The applicant agrees to pay the tuition in 9 equal installments plus one pro-rated month. Tuition is due on the 1st day of each month. There is a late fee of $10.00 for payments received after the 10th of the month.

I/We agree to pay a nonrefundable registration fee of $100.00 per child or $150.00 per family to the school, and the school agrees to reserve one place in the chosen program for your child for the school year 2019-2020.

Parent/Guardian

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_