St. Stephen’s Episcopal Preschool

8693 Old Dumfries Road

Catlett, VA 20119

540.788.3364

[ssep20119@gmail.com](mailto:ssep20119@gmail.com)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

APPLICATION: This application must be completed, signed, and returned to the office with a $100 per child or $150 per family non-refundable/non-transferable enrollment fee. This submission of an application does not guarantee your choice of days. We will do our best to accommodate your request; however, enrollment is first come/first served.

|  |  |
| --- | --- |
| FOR OFFICE USE ONLY |  |
| Classroom: |  |
| Date Received: |  |
| Fee Paid: |  |
| Check No: |  |
|  |  |

Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Year** (8:30AM-12:30PM, mid-August – May)

Twos (2 years by October 1) M Tu W Th F

Threes (3 years by October 1) M Tu W Th F

Fours (4 years by October 1) M Tu W Th F

**Extended Day** (12:30PM-3:30PM)

Twos (2 years by October 1) M Tu W Th F

Threes (3 years by October 1) M Tu W Th F

Fours (4 years by October 1) M Tu W Th F

**Preschool Day/ Extended Day/**

**Rates per month Rates per month**

|  |  |
| --- | --- |
| Day | Rate per month |
| 1 day | $60 |
| 2 days | $120 |
| 3 days | $180 |
| 4 days | $240 |
| 5 days | $300 |

|  |  |
| --- | --- |
| Day | Rate per month |
| 2 days | $210 |
| 3 days | $240 |
| 4 days | $285 |
| 5 days | $310 |

**Student Application**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Phone Number(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Family Information**

1st Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: Same as above

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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, 2020. For example, children wishing to enroll in the 3 year old class must turn 3 years old by or on October 1, 2020.

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 2020-2021.

Parent/Guardian

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

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

St. Stephen’s Episcopal Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national origin in administration of its educational policies, admissions policies, and other school administered programs.