

Registration Time for 2017-2018 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.

In order to assure 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 2017-18 tuition rates and schedule. A few changes to our program include hours of operation and an extended day option. 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.

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) ___ T ___ W ___ TH ___ FR

___ Threes (3 years old by 10/1) ___ T ___ W ___ TH ___ FR

___ Fours (4 years old by 10/1) ___ 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		Tuesday	
2 days	\$120		Wednesday	
3 days	\$180		Thursday	
4 days	\$240		Friday	

Tuition Rates

___ 2 days: \$200 per month

___ 3 days: \$230 per month

___ 4 days: \$275 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, beginning in September and ending in 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, 2017. For example, children wishing to enroll in the 3 year old class must turn 3 years old by or on October 1, 2017.

I/We agree to pay annual tuition for the chosen program for the full term of nine months. 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. 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 2017-2018.

Parent/Guardian

Signature_____

Date_____