# PEACE CHRISTIAN PRESCHOOL
# REGISTRATION INFORMATION 2011/12

***We appreciate your interest in our preschool. We hope the following information will answer many of your questions. If you have additional questions, please do not hesitate to call the preschool at 775-7529 (775-PLAY) or our registrar, Connie Tanner, at 775-2000.***

**Who can register?** Children who will begin in fall 2011 must be at least 3 years old by December 31, 2011. Children turning 3 between January 1 and April 30, 2012 may register in January, 2012, if space is available. ALL children must be capable of handling toileting needs independently.

**What classes are offered?** 2 day classes are offered on Monday/Wednesday mornings, Tuesday/Thursday mornings and Monday/Wednesday afternoons. A 3 day class is offered on Monday/Wednesday/Friday mornings and a 5 day class on Monday through Friday mornings. All morning classes meet from 9:00-11:30 a.m. The afternoon class meets from 12:00-2:30 p.m. The 2 and 3 day classes are open to all students. The 5 day class is open only to students who will be eligible to attend kindergarten the following year, (will turn 5 by September 30, 2012).

**What are the costs to register?** A one- time materials and registration fee secures your child's place in class, pays for supplies such as crayons, glue, paper, etc., pays for their field trips and purchases a t-shirt to be worn on field trips. This fee is *non-refundable*. The registration fee for the 2 day classes is $75, the 3 day class is $80 and the 5 day class is $90. Monthly tuition for the 2 day classes is $78, the 3 day class is $117 and the 5 day class is $195.

**When can I register?** Registration begins January 1, 2011, for families who attend Peace Lutheran Church and families of currently enrolled students. Registration for all others begins on January 15th. Registrations must be postmarked after January 1st. Any received prior to January 1st will be returned unopened. Registration is ongoing as long as space is available.

**What is the registration procedure?** Registration materials must be mailed to our registrar, postmarked after January 1st. Required for registration are the 2011/12 registration form, a record of immunizations and the appropriate registration fee. <u>All three are required for your child to be registered.</u> If any part is missing, you will be notified of the missing part but your child will not be placed in a class until all required materials are received. Once registered, the registrar will send you a card confirming registration. Registration materials must be mailed to: Connie Tanner, registrar, 8101 Washington Dr., King George, VA 22485.

**What if the class I want is full?** The registrar fills the classes in the order that registration materials are received. If your first choice is full, she will put you in your 2nd choice and put you on a waiting list for the 1st choice. If any opening becomes available, she will notify you and you may choose to move or stay where you are. If your 2nd choice is also full, you would be put on a waiting list for both your 1st and 2nd choices and notified if there was an opening.

**How is tuition paid?** Tuition is due on the first of each month. A late charge may be applied for tuition not received by the 5th of the month. On the first day of school, your child will be given a set of pre-addressed envelopes so that tuition can be mailed directly to the treasurer. No payments will be accepted at preschool. May 2012 tuition is paid at the beginning of the year, (see below).

**I have to pay May tuition before school even starts?** Yes, we collect the last month's tuition before school starts. If you register between January 1, 2011 and June 1, 2011, your May tuition is due no later than June 5th.* If you register after June 1st but before school starts, your May tuition, along with your registration fee, is due at the time of registration. If you register after school starts, your registration fee and current month's tuition is due at the time of registration. The following month your May tuition and that month's tuition is due.

*If you register prior to June 1st but the May tuition is not paid by June 5th, your child will be removed from the class in which they are registered and placed on the waiting list, if one exists. If they reach the top of that list and the May tuition is paid, they will be registered for that class without having to pay another registration fee.