

3/13/2017

2017-2018 Registration and Enrollment Procedures

Two separate programs will be scheduled for the 2017-2018 school year.

- Curriculum 1 will focus on encouraging your child to want to come to school.
- Curriculum 2 will prepare your child for kindergarten.

Preschool Schedule

Curriculum 1: 8:00am-3:00pm Tuesday, Thursday: 3-4 year olds*

Curriculum 2: 8:00am-3:00pm Monday, Wednesday and Friday: 4-5 year olds**

* Students must be 3 years old by September 5, 2017 and potty trained

** Students must be 4 years old by September 5, 2017

Registration Priority

Enrollment priority is the following:

1. Returning Students
2. Sibling Alumni
3. New Families

Curriculums will be filled first come, first served in accordance with registration dates.

Registration fee is non-refundable once enrolled.

Registration Dates and Notification

Returning Students

- No later than Friday March 31, 2017

Sibling Alumni

- No Later than Friday April 7, 2017

New Families

- Ongoing: Registration and Enrollment Form and fee submitted; Notification of enrollment or waiting list status after April 28, 2017

Open House

- We will be hosting an Open house at the Mary Elizabeth Center and Preschool Friday April 14th, 2017 from 4:30-6:00pm. This will be a great opportunity to meet the teachers, see the Preschool and answer any of your questions or concerns.

Enrollment Confirmation

- May 15, 2017 we will confirm enrollment via email and a phone call.

3/13/2017

Enrollment and Paperwork

- All paperwork will be sent out on August 7, 2017

Parent Orientation

- Bring back paperwork and an overview with the teachers about the school year, typical day and what your child will need. Questions/Concerns are addressed at this time as well. August 21, 2017 5-7pm at the Mary Elizabeth Preschool

First Day of School begins September 5, 2017

Please return the *2017-2018 Registration and Enrollment Form* with the registration fee no later than last day of your registration date.

If your child is placed on a wait list, your registration fee will be refunded.

Wait List

A wait list will be started when a curriculum is full. If a family is offered a spot, they have the following options:

1. Accept a spot in the class
2. Decline and be removed from the wait list; registration fee returned

Families have 48 hours to make a decision regarding their spot.

Aftercare

Aftercare will be provided 3:00 to 5:00pm. The cost is \$6 an hour.

Early Arrival

Early arrival will be provided 7:30am to 8:00am for an additional fee of \$3.

Rates for 2017-2018

2 Day Program: \$320

3 Day Program: \$480

4 and 5 Day Programs available on case to case basis

Early Arrival / Aftercare: \$6.00 per hour

Payment

Monthly payments are due on the 1st of each month or a late fee of \$25.00 will be assessed.

Payment can be cash or check.

Please stop in, email or give us a call if you have any questions. Thanks.

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