

Salisbury Presbyterian Preschool

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Midlothian, Virginia 23113
www.salisburypreschool.org

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Where learning happens embraced by God.

Registration Guidelines 2018-2019

New families and returning families with a NEW student to SPP must be present and submit all required paperwork for registration. You must have your child's original birth certificate, completed registration form and the registration fee in order to complete your child's registration and receive confirmation of their class assignment.

For all returning students, parents may submit their registration form and fee via their child's tote bags.

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| January 4th | Registration begins for Salisbury Presbyterian Church members.
Registration will be held from 10:00a.m. - 11:00a.m.
in the Preschool Office. |
| January 8th | Registration for SPP students – Rising or returning Pre-K students and their siblings.
Registration will be held from 10:00a.m. - 11:00a.m.
in the Preschool Office. |
| January 9th | Registration for SPP students – Rising or returning 2 and 3 year old students and their siblings.
Registration will be held from 10:00a.m. - 11:00a.m.
in the Preschool Office. |
| January 10th | Registration for Siblings of previously registered students.
(This applies to the siblings of students who no longer attend SPP)
Registration will be held from 10:00a.m. - 11:00a.m.
in the Preschool Office. |
| January 11th | Registration for new families to SPP, on a first come, first served basis.
Registration will be held from 10:00a.m. – 11:00a.m.
in the gym. |

Preschool Program Descriptions 2018-2019

Toddler 2's Program

(18 months to 26 months)

This program is designed for children who are at least **18 months of age by September 30, 2018**. It meets on Mondays from 9:30a.m.-12:30p.m. This is a structured play day. The student to teacher ratio in this class is 10:3. Children do not need to be potty trained for this class. Children do however **need to be walking/stable on their feet** to attend.

2's Program

This program consists of two 2-day classes, giving families the option of enrolling in either the T/TH class or the W/F class. Both classes meet from 9:30a.m. – 12:30p.m. on their scheduled days. **Children eligible for this program must be two by June 30, 2018**. The student to teacher ratio in this class is 10:2. Children do not need to be potty trained for this class.

3's Program

This program consists of two 3-day classes and one 2-day class, giving families the option of enrolling in the M/W/F, T/TH/F, or T/TH class. The classes meet from 9:30a.m.-12:30p.m. **All children in this program must turn three by September 30, 2018**. **Students entering the 3's program MUST be potty trained**. The student to teacher ratio in each of the 3's classes is 14:2.

Pre-K Program (4 year olds) 4 Day

This program consists of two 4-day classes giving families the option of enrolling in either the M-TH from 9:30a.m.-12:30p.m. with an extended day on Thursday until 2:00p.m.; or M-TH from 9:30a.m.-2:00p.m. **Children in this program must be four by September 30, 2018**. The student to teacher ratio in each of the Pre-K classes is 18:2.

Pre-K Program (5 year olds) 5 Day

This is a 5-day program. The class meets from 9:30a.m.-2:00p.m. Monday through Thursday and 9:30a.m.-12:30p.m. on Friday. **Children in this class must have completed a Pre-K program or turn five by September 30, 2018**. The student to teacher ratio in this class is 18:2.

Mother's Morning Out (MMO)

This program is offered to students who are currently enrolled in the 2's, 3's and the 4-day Pre-K program. Class meets from 9:30a.m.-12:30p.m. This is a structured play day. The student to teacher ratio in this class is 16:2 for Pre-K students, and 12:2 for 2 and 3 year old students.

Registration Requirements

All children are welcome at Salisbury Preschool. Admission is made without regard to race, creed, or nationality. Children in the 3's and the Pre-K classes **must be potty trained prior to entering school**. Children with special needs are admitted with consideration given to the suitability of the program according to their needs, characteristics and needs of specific age groupings, staff-child ratios, and staff training-experience.

The following paperwork and fee must be completed and/or submitted at the time of registration or we cannot complete the process:

1. **Registration Form**
2. **\$95.00 Family Registration Fee (non-refundable)**
3. **Your child's original Birth Certificate (for NEW students only)**

Tuition and Fees

Registration Fee: A per family **\$95.00 non-refundable** Registration Fee is due at the time of registration.

Tuition: September's tuition payment is due on or before **April 23, 2018 for any student registered for our 5-day Pre-K class, and May 15, 2018 for all other registered students**. This fee is **non-refundable**. This payment is used to hold your child's place and will be applied towards the first tuition payment for September 2018. Monthly tuition payments are due by the **fifteenth day of the preceding month**, beginning September 15, 2018 (October's tuition payment) and extending through April 15, 2019.

Activity Fee: A per student **\$100.00 non-refundable** Activity Fee is due on or before **April 23, 2018 for any student registered for our 5-day Pre-K class, and May 15, 2018 for all other registered students**. It covers all field trip fees for students as well as on-site programs for the year.

Enrollment Fees

The following fees are due by May 15, 2018.

These fees cover the first tuition payment (September 2018) as well as all school sponsored activities throughout the school year.

<u>Program</u>	<u>Monthly Tuition</u> +	<u>Activity Fee</u> =	<u>Total Due by May 15th</u>
_____ Onesies	\$ 94.00	\$100.00	\$194.00
_____ Two-day 2 year program	\$ 175.00	\$100.00	\$275.00
_____ Two-day 3 year program	\$ 175.00	\$100.00	\$275.00
_____ Three-day 3 year program	\$ 220.00	\$100.00	\$320.00
_____ Four-day Pre-K program	\$ 260.00	\$100.00	\$360.00
_____ Four-day Pre-K Ext. program	\$ 285.00	\$100.00	\$385.00
_____ Five-day Pre-K program	\$ 310.00	\$100.00	\$410.00*
_____ MMO Friday (Student)	\$ 47.00		\$ 47.00

***Due April 23, 2017**

Tuition Payment Options

The below payment plans show the amount due AFTER the April 23th or May 15th payment is made.

The tuition balance may be paid in one of three ways: **Plan A, Plan B, Plan C**

Plan A = One payment made on September 15, 2018

Plan B = Two payments made on September 15, 2018 AND January 15, 2019

Plan C = Eight payments beginning September 15, 2018 through April 15, 2019

It is our intention to offer all of the above programs as described, however in the unlikely event that a class does not fill to capacity we reserve the right to change the class offerings as we see fit to maintain the integrity of our program.