

# Salisbury Presbyterian Preschool

13621 W. Salisbury Road  
Midlothian, Virginia 23113  
www.salisburypreschool.org

Marie Harper, Director  
794-2354  
mharper@salisburypreschool.org



## Registration Guidelines 2019-2020

**New families and returning families with a NEW student to SPP must 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.**

**Dec 17<sup>th</sup> – Dec 21<sup>st</sup>**

**Registration for SPC members.**

Please return your child's registration form and fee to the preschool office the week of December 17<sup>th</sup> between 10:00AM – 12:00PM.

**January 2<sup>nd</sup> – 4<sup>th</sup>**

**Registration for all current SPP Pre-K students returning for the 5-day program.**

Registration forms and fee need to be returned to the preschool office by Friday, January 4<sup>th</sup> to guarantee a placement in the class.

**January 7<sup>th</sup>**

**9:30AM – 11:30AM: Registration for all rising SPP Pre-K students and their siblings.**

Registration will be held in the gym.

**12:00PM – 12:30PM: Registration for all rising SPP 2-year-old students and their siblings.**

Registration will be held in the gym.

**1:00PM – 2:00PM: Registration for all rising SPP 3-year-old students and their siblings.**

Registration will be held in the gym.

**January 8<sup>th</sup>**

**Registration for Siblings of previously registered students. (This applies to the siblings of students who no longer attend SPP)**

Registration will be held from 10:00AM - 11:00AM in the Preschool Office.

**January 10<sup>th</sup>**

**Registration for new families to SPP, on a first come, first served basis.**

Registration will be held from 10:00AM – 11:00AM in the gym.

# Preschool Program Descriptions 2019-2020

## Onesies Group

This program consists of a 1-day class, meeting Mondays each week. This class will meet from 9:30AM – 12:15PM on their scheduled day. Children eligible for this program must be 18 months old by the start of school in September. The student to teacher ratio in this class is 10:3. Children do not need to be potty trained for this class. **Parent pick up is at 12:15PM in the classroom.**

## Toddler 2's Program

This program consists of a 2-day class, meeting M/W each week. This class will meet from 9:30AM – 12:15PM on their scheduled days. Children eligible for this program must be two by September 30, 2019. The student to teacher ratio in this class is 10:2. Children do not need to be potty trained for this class. **Parent pick up is at 12:15PM in the classroom.**

## 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 9:30AM – 12:30PM on their scheduled days. **Children eligible for this program must be two by June 30, 2019.** 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 9:30AM-12:30PM. **All children in this program must turn three by September 30, 2019. Students must be out of diapers to be eligible for this class.** 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 9:30AM–12:30PM with an extended day on Thursday until 2:00PM; or M-TH from 9:30AM–2:00PM. **Children in this program must be four by September 30, 2019.** 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 9:30AM–2:00PM Monday through Thursday and 9:30AM –12:30PM on Friday. **Children in this class must have completed a Pre-K program or turn five by September 30, 2019.** The student to teacher ratio in this class is 18:2.

## Mother's Morning Out (MMO 1)

This program is offered to families who have a child **currently** enrolled in a 2's, 3's, or Pre-K program. Class meets from 9:30AM –12:30PM. 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.

## Mother's Morning Out (MMO 2)

This program is offered to families who have a student enrolled in our Friday MMO class only. Class meets from 9:30AM –12:30PM. 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 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 22, 2019 for any student registered for our 5-day Pre-K class, and May 15, 2019 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 2019. Monthly tuition payments are due by the **fifteenth day of the preceding month**, beginning September 15, 2019 (October's tuition payment) and extending through April 15, 2020.

**Activity Fee:** A per student **\$120.00 non-refundable** Activity Fee is due on or before **April 22, 2019 for any student registered for our 5-day Pre-K class, and May 15, 2019 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, 2019.**

**(\*Due April 22, 2019)**

These fees cover the first tuition payment (September 2019) 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 15<sup>th</sup></u>
_____ One-day Onesies Group	\$ 110.00		\$120.00		<b>\$230.00</b>
_____ Two-day Toddler 2's program	\$ 160.00		\$120.00		<b>\$280.00</b>
_____ Two-day 2 year program	\$ 175.00		\$120.00		<b>\$295.00</b>
_____ Two-day 3 year program	\$ 175.00		\$120.00		<b>\$295.00</b>
_____ Three-day 3 year program	\$ 220.00		\$120.00		<b>\$340.00</b>
_____ Four-day Pre-K program	\$ 275.00		\$120.00		<b>\$395.00</b>
_____ Four-day Pre-K Ext. program	\$ 290.00		\$120.00		<b>\$410.00</b>
_____ Five-day Pre-K program	\$ 315.00		\$120.00		<b>\$435.00*</b>
_____ MMO 1 Friday	\$ 50.00				<b>\$ 50.00</b>
_____ MMO 2 Friday	\$ 100.00		\$ 50.00		<b>\$150.00</b>

## Tuition Payment Options

The below payment plans show the amount due AFTER the April 22<sup>th</sup> or May 15<sup>th</sup> 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, 2019**

(The totals below do not include September's tuition)



### **Plan B = Two payments made on September 15, 2019 AND January 15, 2020**

(The totals below do not include September's tuition)



### **Plan C = Eight payments beginning September 15, 2019 through April 15, 2020**

(The totals below do not include September's tuition)



*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.*