

**St. James UMC Preschool
Enrollment Packet for 2010-2011 School Year
Preschool Classes Offered for the 2010-2011 School Year**

<u>Class</u>	<u>Monthly Tuition*</u>	<u>Registration Fee**</u>	<u>Age Requirement</u>
5 day 4's (Mon-Fri)	165.00	165.00	4 by 8-31-10
4 day 4's (Tues – Fri)	140.00	140.00	4 by 8-31-10
4 day 3's (Mon – Thurs)	140.00	140.00	3 by 8-31-10
3 day 3's (M/W/F)	120.00	120.00	3 by 8-31-10
3 day 3's (T/W/Th)	120.00	120.00	3 by 8-31-10
3 day 2's (M/W/F)	120.00	120.00	2 by 8-31-10
2 day 2's (T/Th)	90.00	90.00	2 by 8-31-10
2 day 1's (T/Th or W/F)	90.00	90.00	1 by 8-31-10
1 day 1's (Mon.)	45.00	45.00	1 by 8-31-10

* Annual Tuition is divided into 9 monthly payments (Sept.-May). Please read Sections 3 & 4 in this packet for more information.

**Registration Fee is in addition to and not a part of regular monthly tuition payments.

Please Note:

- Students enrolled in the 4's classes **MUST** be toilet trained before the first day of school. This does not apply to the 3's class. Please read the Section 6 in this packet regarding the toilet-trained policy for these classes.
- The registration fee is non-refundable and it is in addition to and not a part of regular monthly tuition.
- A Supply fee is paid in September for each class. Please read section 5 more information.

To begin the registration process for your child, please complete the enrollment application (pages 3&4 in this packet) and return it by the **January 22nd deadline**, to the school office. **Applications will not be accepted after this deadline.**

If you have any questions as you review the registration information, contact Kendyl Sisk, School Director,

- Monday through Friday, 8:30 a.m. - 12:30 p.m., at 754-9967 or via e-mail at preschool@stjconnect.org.

St. James Preschool

2010-2011 School Year

Important Information & Policies

Section 1: Admission and Age Requirement

Admission is open to all children without regard to race, color, or religious affiliation. Since we are a United Methodist Church supported preschool, we will ask that all children participate in chapel on one day during the week.

Admission age and policy for class placement: Children will be placed in classes based on their age as of August 31 of the current school year. There is a one-week leeway on either side of that date for parent and teacher discretion.

Section 2: Application and Registration

Beginning in January of 2009, the St. James Preschool Board decided to offer a lottery to determine student placement. We are thrilled to be able to offer our parents, church members, staff, and prospective members a fair, nonbiased enrollment process. We are delighted with our preschool's popularity, and we are honored to have such a positive reputation within our church and community. However, in an effort to keep up with our ever growing weekday preschool program, St. James has adopted registration policies that will afford each prospective applicant, equality in the enrollment process. This process will alleviate the over-night camp-outs prior to registration, and it allows parents who cannot be present at the time of registration, the same opportunity for enrollment. We have taken care and time to research other preschool's registration processes, and we have found the lottery method to be most accommodating to the needs of our current and prospective students.

The lottery will work by adhering to the following registration tiers:

1. Teacher's children
2. Church members who are currently enrolled and their siblings
3. Currently enrolled students and their siblings
4. Church members not currently enrolled
5. Public

A completed application must be submitted prior to the lottery for participation in the process. All applications for eligible applicants in tier #1 will be drawn at random by family and placed into the available preschool spot of choice. Next, all applications for tier #2 will be drawn at random by family and placed into the available preschool spot of choice. The lottery process will continue in this format until tier #5 has been completed. **You do NOT have to be present to participate; however, you must have submitted your application prior to the lottery date.** The application will have all necessary information needed to assist with the lottery. The application will have the space to list your first, second, and third choices, which will guide the director in placing your child in the appropriate place.

In the event that your first choice is full, we will put your child in choice #2 as indicated on your application. In the event that your second choice is full, we will put your child in choice #3 as indicated on your application. However, we will have a waiting list for each of your first choices. For example, should your first choice be full, we will enroll your child in your second choice, but add his name to the waiting list of your first choice. This way, we are sure to accommodate your wishes fairly and accurately. We will refer to the waiting list all year and use it to make the appropriately documented changes as needed.

Completed applications are due on January 22nd, 2010. The lottery will begin at 5:30 on January 29th. Applications will be sent home with all currently enrolled students at the beginning of January. Each student needs his own completed application! For church members and public applicants, applications can be picked up at the church office or can be downloaded by logging onto the church website.

A new policy for teachers has also been adopted. We understand that circumstances may prevent you from returning to teach at St. James once you have enrolled your child. Therefore, in the event that your contract becomes null and void following the lottery process, your child will be taken out of the class for which he was enrolled and placed on the waiting list for that class.

Following the lottery process, a letter of intent will be presented to you. This serves as your enrollment confirmation, and it must be signed and turned into the director by February 5th. Accompanying this letter of intent, should be your registration fee, which is equivalent to one month's tuition. You could lose your space if not turned in by this date.

Section 3: Registration Fee

A registration fee equal to one month's tuition amount is payable at the time you confirm your enrollment. This is a one-time fee that is **non-refundable. It is in addition to and not a part of regular monthly tuition payments.** The registration fee reserves your child's spot in a class and is used to cover each new school year's startup costs. If you have questions about registration payments, please contact the school director. If you register prior to the first day of school, the registration fee is the only money due at the time you confirm your child's enrollment. The first month's tuition payment is due the first day of school in September. If a student enrolls after the beginning of a new school year, the registration fee is still required and will be prorated based on the remaining months in the school year. Enrollment on the first day of school or later will require payment of both the registration fee (prorated depending on enrollment date) AND the tuition for the month in which the student begins attending. Registration fee terms apply to all enrolling students throughout the school year.

The registration fee is equal to one month's tuition:

- 1 day - \$45; 2 day - \$90; 3 day - \$120; 4 day - \$140; 5 day - \$165

Section 4: Tuition

Annual tuition is divided into 9 monthly payments for the school year (September through May).

Tuition is due the first day of each month and is considered late after the 10th of each month. A late fee of \$10.00 will be assessed to any account past due. A statement will go in your child's communication folder each month. Please make checks payable to St. James UMC and return them in your child's communication folder. Tuition is not prorated for short-term or long-term absences. *Tuition payments are separate from the registration fee.* Tuition help for preschool classes is available on a limited basis through our Financial Assistance Program. Please contact the school director for further details on this program.

• Ones	\$45 for each 1 day session/monthly	\$405 annually
• 2 day program	\$90 monthly	\$810 annually
• 3 day program	\$120 monthly	\$1080 annually
• 4 day program	\$140 monthly	\$1260 annually
• 5 day program	\$165 monthly	\$1485 annually

Section 5: Supply Fee

An annual supply fee is due by Sept. 30th of each school year and assists our school financially with activity and craft needs.

Fees are: 5 day class: \$50 4 day class: \$45 3 day class: \$40 2 day class: \$35 1 day class: \$30

Section 6: Potty Training Policy

Students enrolled in the 4's classes MUST be toilet trained before the first day of school. Policy for 3's - We would like all of our 3 year olds to be potty trained when our school year begins. However, if your three year old is not completely trained, we will work with you as best we can. We want these children to wear pull ups until they can verbally tell the teacher, "I need to use the potty". During this time, if our teachers have to deal with dirty pull ups on a daily basis, we have the right to call for a conference to discuss further actions considering your child's potty training, and possibly suspend your child until he or she is fully trained. We know accidents will happen, but our three year old rooms are not equipped with a changing station for frequent accidents.

2's - We also ask for parents in our two year old program to communicate with the teachers when the big changes in toilet learning are happening. For instance, from diapers to pull ups and then again from pull ups to big kid underwear.