



2017/2018 SCP Registration Information Page

REGISTRATION DATES & TIMES:

- Pre-Registration for currently enrolled students and their siblings is on January 26th at 9:30am at St. Christopher's. At this time, we will accept registrations for all of our classes: 2 year old program, 3 year old program, 3/4 year old program, 4 year old program and 5 day PRE-K.
- Pre-registration ends on February 1st - all registrations received after this date will not be given priority over open registrants.
- Open Registration (for the general public) will begin on Thursday, February 2nd at 9:30am at St. Christopher's. At this time, we will accept registrations for all of our classes: 2 year old program, 3 year old program, 3/4 year old program, 4 year old program and 5 day PRE-K.

REGISTRATION FEE:

There is a \$100 non-refundable registration fee due with the attached form, for ALL classes.

Registration must be done in person.

The registration fee is still required for those on the waiting list.

Class preferences will be filled on a first come/first serve basis **and** based on teacher recommendations.

Please be mindful that we have very limited spaces available.

Please note that all children in 3's, 3/4's class, 4's and PRE-K classes must be able to use the bathroom (without assistance) by the start of classes in September 2017.

To be eligible for our 5 day PRE-K, children must be 4 years old by August 31, 2017. Children entering our 4's program must be 4 by August 31, 2017. Children entering our 3's program must be 3 by August 31, 2017. Children entering our 3/4 Class must be 4 by November 30, 2017. Please note that our age determination dates now align with the public school system (other than our 3/4 class); please ask the director if you have any questions regarding this. **Children entering our 2 year old program must be 2 to be enrolled in our program.**

We will schedule a meet and greet before the start of the new school year. Class confirmation letters and the family contract agreement will be mailed in March. All other paperwork and forms will be mailed out in April.

Please Note: SCP reserves the right to cancel a class if we cannot fill it.
Staff and class availability are subject to change.

If for any reason, SCP cancels a class -
Your money will be refunded in a timely manner. The director/staff has the authority to make amendments to all policies and guidelines.

Current families MUST have their tuition account balance paid in full for the current school year PRIOR to registering for the 2017-2018 school year. If you have questions regarding your account status for registration please contact the preschool office.



***2017/2018 Tuition Prices are as follows:**

There is a non-refundable security deposit of \$500 due by May 15, 2017 for our Pre-K classes. There is a non-refundable security deposit of \$300 due by May 15, 2017 for those enrolling in our 3's, 3/4's and 4's classes. The first session payment for our 2's classes will also be due at this time. The security deposit is deducted from, not in addition to, the total amount due. This deposit will ensure your child's placement at St. Christopher's Preschool. (Placements not reserved by a security deposit will be forfeited.)

2 year old program 9:15-11:45am 3 days per session (MWF): \$500 or 2 days per session (T/TH): \$400	3 year old program 3 day (MWF) 9:15-11:45am \$2500	3/4 year old program 3 day (MWF) 9:15-11:45am \$2500	5 Day PRE-K 9:15am-1:00pm \$4000
	or 2 day (T/TH) 9:15-11:45am \$2000	4 year old program 3 day (MWF) 9:15am - 1:00pm \$2700	

There will be 4 tuition payment options.

- 1) Tuition can be paid in full (Security Deposit + Balance due) with a 5% discount no later than May 15, 2017.
- 2) \$300 (3's, 3/4's & 4's classes) Security Deposits are due May 15, 2017, in addition to 3 payments of the balance in June, October and January. Payments not made in a timely manner will be charged late fees.
or
\$500 Pre-K Security Deposit is due May 15, 2017, in addition to 3 payments of the balance due in June, October and January. Payments not made in a timely manner will be charged late fees.
- 3) \$300 (3's, 3/4's & 4's classes) Security Deposits are due May 15, 2017, in addition to 7 payments of the balance due in June - December. Payments not made in a timely manner will be charged late fees.
or
\$500 Pre-K Security Deposit is due May 15, 2017, in addition to 7 payments of the balance due in June - December. Payments not made in a timely manner will be charged late fees.
- 4) There is a NON-REFUNDABLE payment of \$400/\$500 due by May 15, 2017 for our 2's classes to ensure your child's placement at SCP. If SCP is reserving a space for your child all session payments must be made.

Security deposits **MUST** be made by May 15, 2017. If we **do not** receive your security deposit your spot will be given to the next person on our waiting list; for our Pre-K students: we will **NOT** wait for the public school announcements. All balances are to be paid by January 31, 2018.

Specific tuition payment schedules will be available on the Family Contract mailed in March.

***The first tuition payment and signed paperwork is due by June 1, 2017 for our ALL of our classes.**

Payments will not be accepted without a signed parent agreement. By making your first payment, you are confirming your intention to attend St. Christopher's Preschool and agree to all of our Policies & Guidelines. This will be strictly enforced.

There will be no refunds!

****To receive a 5% discount - Full payment is required with the security deposit due by May 15, 2017. Any full payments made after May 15, 2017 will not reflect the 5% discount.**

***Please note that once the first tuition payment is made, regardless of which payment option you choose - you are responsible for the entire tuition amount.** St. Christopher's Preschool is dependent on its classes being full; in order to pay salaries and purchase supplies. Unexpected loss of income is extremely detrimental to our program. We have suffered greatly from these situations in the past and have become very strict in regards to these policies to protect our interests.