

St. James UMC Preschool

Preschool Classes Offered for the 2023-2024 School Year

<u>Class</u>	<u>Monthly Tuition*</u>	<u>Registration Fee**</u>	<u>Age Requirement</u>
5 day 4's (Mon - Fri)	235.00	235.00	4 by 8-31-2023
5 day 3's (Mon - Fri)	235.00	235.00	3 by 8-31-2023
4 day 4's (Mon - Thurs)	205.00	205.00	4 by 8-31-2023
4 day 3's (Mon - Thurs)	205.00	205.00	3 by 8-31-2023
5 day 2's (Mon-Fri)	285.00	285.00	2 by 8-31-2023
3 day 2's (M/W/F)	180.00	180.00	2 by 8-31-2023
2 day 2's (T/TH)	145.00	145.00	2 by 8-31-2023
3 day 1's (M/W/F)	180.00	180.00	1 by 8-31-2023
2 day 1's (T/TH)	145.00	145.00	1 by 8-31-2023

* 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 3's and 4's classes **MUST** be toilet trained before the first day of school. 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 in this packet for more information.

To begin the registration process for your child, please complete the enrollment application (pages 3&4 in this packet) and return it during the week of **January 23rd – January 27th deadline**, to the Preschool office. **It must include your registration fee.**

If you have any questions as you review the registration information, contact Dana Carpenetti, Director of Weekday Ministries

- Monday through Friday, 8:30 a.m. – 5:00 p.m., at **752-6154** or via e-mail at **dana@stjconnect.org**.

St. James Preschool

2023-2024 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 ministry of St. James United Methodist Church, we will ask that all children participate in chapel 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 director/teacher and parent discretion.

Section 2: Application and Registration

We are delighted with our preschool's popularity, and we are honored to have such a positive reputation within our church and community. 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 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 this method to be most accommodating to the needs of our current and prospective students.

The process 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 and formerly enrolled families
5. Public

Currently enrolled families will submit their applications with registration fees the week of January 23rd – January 27, 2023. Former families will have an enrollment period beginning January 30th at 9:30 am through February 3rd at 12:30 pm. On February 6, 2023, registration will open to the public at 9:30 am.

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

Section 3: Registration Fee

A registration fee equal to one month's tuition 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:

- 2 day - \$145; 3 day - \$180; 4 day - \$205; 5 day - \$235; 5 day 2's - \$285

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. Please make checks payable to St. James Preschool 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 Scholarship Program. Please contact the director for further details on this program.

• 2 day program	\$145 monthly	\$1305 annually
• 3 day program	\$180 monthly	\$1620 annually
• 4 day program	\$205 monthly	\$1845 annually
• 5 day program	\$235 monthly	\$2115 annually
• 5 day 2's program	\$285 monthly	\$2565 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: \$65 4 day class: \$60 3 day class: \$55 2 day class: \$50

Section 6: Potty Training Policy

Students enrolled in the 3's and 4's classes MUST be toilet trained before the first day of school. However, if your three year old is not completely trained, we will work with you as best we can. 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.