

Redeemer Preschool

Enrollment Packet for 2011-2012 School Year

Preschool Classes Offered for the 2011-2012 School Year

<u>Class</u>	<u>Monthly Tuition*</u>	<u>Registration Fee**</u>	<u>Age Requirement</u>
5-day Pre-K (Mon-Fri)	\$185	\$185	4 yrs old by 8/31/11
5-day Young 4's (Mon-Fri)	\$180	\$180	Born: 9/1/07 thru 1/31/08
4-day Young 4's (Tues-Fri)	\$165	\$165	Born: 9/1/07 thru 1/31/08
5-day 3's (Mon-Fri)	\$180	\$180	Born: 2/1/08 thru 8/31/08
4-day 3's (Tues-Fri)	\$165	\$165	Born: 2/1/08 thru 8/31/08
3-day Young 3's/(Mon/Wed/Fri)	\$150	\$150	Born: 9/1/08 thru 2/28/09
2-day 2's (Tues/Thurs)	\$135	\$135	Born: 3/1/09 thru 10/31/09

* Annual tuition is divided into 9 monthly payments (Sept. - May). Please read Sections 1 & 2 in this Registration Packet for more info.

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

Please Note:

- Students enrolled in the 3's, Young 4's, and Pre-K classes **MUST** be toilet trained before the first day of school. Diapers or pull-ups cannot be used in these classes. *This policy does NOT apply to the Young 3's class.* Please read Section 4 in the Registration packet regarding the toilet-trained policy for these classes.
 - A minimum student enrollment is needed in each class in order for it to begin in September. The school reserves the right to make changes to personnel and the classes offered if the minimum number is not met. If changes must be made, the school will notify enrolled families as quickly as possible to discuss the situation.
 - The Registration Fee is non-refundable and it is in addition to and not a part of regular monthly tuition payments. The monthly tuition is a reflection of the annual tuition divided into 9 monthly payments.
- For families: the 2nd or more child enrolled will receive a 10% tuition discount.* Please read Sections 1 and 2 of the registration packet for more details on the registration fee and tuition.
- To complete the registration process for your child, please complete the enrollment application (pages 5, 6, and 7 in this packet) and return it, along with the appropriate registration fee, to the school office.

If you have any questions as you review the registration information, contact the school office Monday through Friday, 9:30 a.m. - 2:00 p.m., at 678/430-1400 or via e-mail at school@redeemerpc.com.

Redeemer Preschool

2011-2012 School Year

Important Information and Policies

Redeemer Preschool & Kindergarten admits students of any race to all the rights, privileges, programs, and activities generally accorded and made available to students at school. Redeemer does not discriminate on the basis of race in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

Section 1. Registration Fee

A registration fee equal to one month's tuition amount is payable at the time you register and turn in an enrollment application for your child. 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 turn in an enrollment application for your child without the appropriate registration fee attached, we cannot guarantee a reserved spot in the class you request. 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 return your child's enrollment application. 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.

Section 2. Tuition

Annual tuition is divided into 9 monthly payments for the school year (September through May). The May tuition amount is divided in half and collected along with the September and October tuition payments at the beginning of the school year. Therefore, what you pay in September and October will be more than the November through April tuition payments. You will not have to make a tuition payment in May because it is collected at the beginning of the school year. Tuition is due the first day of each month and is considered late after the 10th of each month. Tuition is not prorated for short-term or long-term absences. Tuition payments are separate from the registration fee. There is a 10% tuition discount for the second and each additional child enrolled in the school. The oldest child enrolled is considered the first child.

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.

Section 3. School Hours

Two's through Pre-K classes are four hours long. School begins at 9:15 a.m. and ends at 1:15 p.m. Doors will open at 9:10 a.m. We ask that children not be dropped off before 9:10 a.m. because teachers are focusing their attention on preparations for the day and often have to be in and out of their rooms during this time and cannot supervise children appropriately. If children arrive prior to 9:10 a.m., the adult dropping them off will be asked to remain with them in the hallway until 9:10 a.m.

Morning carpool drop-off is available for children 3 years and older from 9:10 a.m. until 9:20 a.m. Morning carpool begins the 3rd week of school. For the first 2 weeks of school we ask parents to walk their children in so they can become familiar with where their classrooms are and where to place their bookbags and lunchboxes. Because 2-year-olds have more difficulty walking independently to their classrooms along with carrying their school items, we must have parents walk them in until age 3. When your child turns 3, he/she is then eligible to participate in carpool. Parents or caregivers are asked to come to their child's classroom for afternoon pickup when school dismisses at 1:15 p.m.

Section 4. Toilet Training Policy for the 3's, Young 4's and Pre-K Classes (does NOT apply to Young 3's class)

All children who attend the 3's, Young 4's, or Pre-K classes **MUST** be toilet-trained and independent in taking care of their bathroom needs prior to the first day of school. Diapers and Pull-Ups cannot be used in these classes. One of our reasons behind this policy is our desire to help each child develop a positive self-concept. One of the factors important to achieving self-esteem is toilet training. Being trained helps the child to feel independent and avoid ridicule from other children that may occur in these age-level classes. Our second reason is that we are not equipped in these age-level classrooms to accommodate diaper or Pull-Up changes. We can accommodate occasional accidents. However, if it is determined by the teacher and school director that a child in one of these classes is not using toilet-trained skills at school, the child will not be allowed to continue in the class and other arrangements for a class that can accommodate the child's bathroom needs will be made with the parents.

If you have a child with a physician-diagnosed medical condition that affects his/her bathroom needs, please contact the school director prior to enrolling to discuss your particular situation. We will ask for a written diagnosis from the child's physician explaining their condition.

Section 5. Immunization Requirement

You will need to submit a copy of your child's current immunization record on a Georgia Form #3231 during the first week of school. This form can be obtained from the location where you have had your child immunized.

For students moving to Georgia from out of state: you will need to have the local health department or doctor transfer your child's out-of-state immunization information to a Georgia Form #3231.

By Georgia law, we are required to maintain a current Form #3231 for your child. Personally kept immunization records or out-of-state records do not qualify under Georgia law. We appreciate your cooperation with the immunization requirements.

Section 6. Fundraisers

Redeemer School conducts several fundraisers during the school year. These fundraisers are very important to the quality of our program and help us to keep annual tuition costs at a reasonable amount. The tuition paid essentially provides for the teacher salaries and other basic operating expenses each school year. The fundraisers provide us with additional monies to add new equipment and materials that enhance our curriculum and teachers can use year after year to make classroom learning even more exciting and fun for our students.

We have three year-round fundraisers that are easy, take little effort to help, and are always on-going.

1. Boxtops For Education. We participate in the General Mills "Boxtops For Education" program. We ask families to save these labels from specially marked foods purchased at the supermarket and turn them in at school. Each label is worth ten cents to our school. We encourage families to ask their relatives, friends, neighbors, co-workers, etc. to save their labels for us also. Prizes are given during the school year to students turning in the most boxtops. Boxtops are collected year-round. Start saving labels now!
2. Publix Partner Cards. We also partner with Publix in their "Publix Partners" program where our school receives back in cash a percentage of the purchases you make with their stores. This is a very easy way you can help us earn extra money for our school by just showing a special card we provide you to the cashier at checkout. Look for information in your Welcome Folder that you will receive at Open House to find out more details. If you'd like to begin participating over the summer, just call the school office and we will provide you with what you need to get started. We can even provide you with extra cards that you can give to your relatives, friends, neighbors, and co-workers so they can help too!
3. Wednesday Sundae/Pizza Fundraiser. We alternate offering Ice Cream Sundaes and Pizza Slices at lunchtime every Wednesday and sell them for \$1.00 each. This is a fun fundraiser for everyone.

Section 7. Additional School Costs Above Registration and Tuition

Teachers will have classroom and/or school supply lists for their students at the beginning of the year and may ask for some donations of disposable items over the course of the school year. Also, some fieldtrips taken by the Pre-K classes may require admission fees. Requests for additional supplies and/or fees are made only for reasons that will benefit your children and enhance their learning experience at Redeemer. Please be assured that we strive to keep additional costs above registration and tuition at a minimum for our families and that we greatly appreciate everyone's help in fulfilling these additional requests.

Section 8. Christian Education

Redeemer School for Young Children is an arm of the Presbyterian Church of the Redeemer and a ministry outreach for our surrounding community. We are a tuition-based, self-supporting non-profit school, and responsible to the Session of the Church. Denominational doctrine is not taught; however, we do teach our students basic Christian principals, scripture, and stories found in the Old and New Testaments of the Holy Bible. We share with students our belief that Jesus Christ is the Son of God. Our school has a Christian perspective through the prayers, songs, music, stories, chapel times, curriculum, holidays, etc. that we share with our students and integrate throughout our program.

To be completed by school office –

PD IN FULL

Date Application Received: _____ Date Registration Fee Received: _____

Amount Paid: _____ Method: Cash Money Order Check (#: _____)

Redeemer Preschool Enrollment Application for School Year 2011-2012

I would like to enroll my child in the following class:

**** Be sure to read the "Classes Offered" page in the registration packet for age requirements and eligibility for each of the classes below****

5-day Pre-K (Mon-Fri)

5-day Young 4's (Mon-Fri)

4-day Young 4's (Tu-Fri)

5-day 3's (Mon-Fri)

4-day 3's (Tues-Fri)

3-day Young 3's (M/W/F)

2-day 2's (Tu/Th)

Child's First Name _____ Last Name _____ Name Used: _____

Address (Street) _____ (City) _____, GA, (Zip) _____

Home Phone: (_____) _____ Birthdate (M/D/Y): _____ Male Female

E-Mail Address: _____

Father's Name: _____ Home Phone: (_____) _____

Employer: _____ Work Phone: (_____) _____

Employer's Address: _____ Cell Phone: (_____) _____

Mother's Name: _____ Home Phone: (_____) _____

Employer: _____ Work Phone: (_____) _____

Employer's Address: _____ Cell Phone: (_____) _____

Religious/Church affiliation: _____

Student lives with (check all that apply):

Father Mother Stepfather Stepmother Other _____ (Relationship)

Parents are: Residing Together Divorced Separated Father Deceased Mother Deceased

Sisters and brothers (names & ages) _____

Does your child have a physical or emotional health problem of which the school should be aware? (This may include special diets, prescriptions, allergies, counseling, or limitations on normal activities.) ____ Yes ____ No

If Yes, please specify: _____

Are there any unusual situations in your family life that might affect your child in some way?

If you are new to Redeemer, how did you learn about our school?

Has your child attended a preschool program in the past? No Yes

If yes, where at/how long? _____

We love for our parents to be involved in the school. If you would like to volunteer in any of the capacities below, please check and we'll contact you at the beginning of the school year with more information.

I would be interested in helping with or learning more about:

Room Parent

Substitute teacher (paid position) Assist in school office

THIS SECTION MUST BE SIGNED BY PARENT/GUARDIAN TO COMPLETE APPLICATION

By signing below, I verify that I have received, read, and agree to the information contained in the Redeemer Preschool Enrollment Packet.

Parent/Guardian Signature

Date

Final Step: Be sure to read each page in this enrollment packet. To complete the enrollment process, complete pages 5, 6, and 7 of the enrollment packet, and return ONLY these 3 pages along with the appropriate registration fee to the school office. All remaining pages of the enrollment packet are for you to keep for your information.

It is very important that we receive Page 7 (Authorization For Pickup Form) because we will not release your child to anyone who is not on this list. We strictly adhere to this policy so we must have this form in your child's file in case you have alternate pick-up arrangements with other people.

Authorization For Pickup Form

Redeemer's Policies on Student Pick-up: Redeemer Preschool & Kindergarten will not release your child to anyone who you have not included on this Authorization for Pickup Form. At the beginning weeks of school, please inform your child's teacher who the regular pickup person will be for your child.

If regular pickup person changes: We ask that if your regular pickup person changes on any school day and someone on your authorized list will be picking up, please send in a note or call the school office to make us aware of the change so we will know who to expect at the end of the day. *However, if you have not notified us of the change and someone from your authorized list comes to pick up, we will release your child to this person after verifying their picture I.D. without calling you first.*

If the pickup person is not on your authorized list: If the pickup person is someone not on your list, we will require a written note be sent in before the end of the school day with your signature authorizing the non-listed person to pick up. We cannot accept phone call pickup changes if it will be someone not on your authorized list. You will be notified immediately if someone not on your list comes to pick up your child and we have not received a written note with your authorization.

Picture I.D. required: Please notify the people on your list that picture I.D. will be asked for by the teacher prior to releasing your child, so be sure to bring it in with them. This also applies to anyone you authorize in a written note to pick up.

Please Note: If a spouse or child of a person listed below comes in to pick up your child, we WILL NOT release the child to that person. Your child will only be released to the person named on your list and after verifying the person with their picture I.D.

We know that emergencies and unusual situations happen, however, we ask that you please try to limit the people who pick up to the ones on the Authorization for Pickup Form. All these precautions for releasing students are to insure the safety of your child and are not meant to cause intentional inconvenience for parents. We very much appreciate your understanding and cooperation with our policies on student pick-up.

If changes need to be made to this list during the course of the school year, please come by the school office to complete a new form.

Student Name: _____ **Parent Name:** _____

I authorize the persons listed below to pick up my child from Redeemer Preschool & Kindergarten. *Please include names of both parents or guardians on this list.*

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

By signing below, I verify that I have read and agree to the Student Pick-up policies described on the Authorization to Pick-up Form, and authorize Redeemer Preschool and Kindergarten to release my child to the above listed persons.

Parent Signature: _____ Date: _____