



# ST. ANDREW'S EPISCOPAL PRESCHOOL

6509 SYDENSTRICKER ROAD † BURKE, VA 22015

## Registration Procedures 2017-2018

Registration at St. Andrew's Episcopal Preschool and placement in classes is not dependent upon race, religion, gender, national or ethnic origin. Children with disabilities are welcomed, provided that we can meet their educational needs without changing our teacher/child ratio.

To secure a spot in the preschool, the registration form and fee must be submitted. The registration fee is non-refundable and covers the cost of processing the application, a preschool tote bag, and special activities. The registration fee is \$165.00 for the first child and \$115.00 for the second child. Parish members pay a registration fee of \$82.50 per child.

Registration begins in January 2017 for current families, alumni, siblings, and Parish members. Registration opens to the community on February 13, 2017. Registration forms from new families will be processed in the order in which they are received, and parents will be notified of an available classroom slot within two weeks. When classes are full, additional names will be placed on a waiting list in the order in which they are received. Classroom assignments and teacher letters will be mailed out in late August.

### CLASSES AND TUITION

<b>Two-day class</b>	Thursday & Friday	\$220.00/month
<b>Three-day class</b>	Monday, Tuesday & Wednesday	\$302.00/month
<b>Five-day class</b>	Monday-Friday	\$445.00/month

- Children who are two years old by March 31, 2017 may only choose two-day classes.
  - Must be actively engaged in the toilet training process. Pull-ups are permitted, but diapers are not.
- Children who are three years old by September 30, 2017 may choose two- or three-day classes.
- Children who are four years old by September 30, 2017 may choose two-, three-, or five-day classes.
- Children who are five years old by December 31, 2017 may choose two-, three-, or five-day classes.
- All three, four, and five year olds must be toilet trained.

*All children must have a St. Andrew's Preschool tote bag, which is included in the registration fee. Returning families may select a t-shirt in lieu of another tote bag. Additional t-shirts are available for \$8.00.*

## DEADLINES

### Due by June 1, 2017

1. Tuition Agreement Form and required deposit of one month's tuition to be applied to May 2018. **Registration is not complete until this payment is received.**
2. Authorization for Emergency Treatment Form (new students only).
3. Verification of Identity Form (new students only). Virginia law requires that parents show an official birth certificate; foreign born students may present a passport. The Director or designee will make a copy of the document while the parent waits and return the original immediately. Both parties will sign the verification form.
4. Photo Use and Class Directory Form (new students only).

### Due by August 21, 2017:

1. Parent Questionnaire. Please answer all questions as completely as possible. This information helps the classroom teachers get to know your child.
2. Virginia State School Entrance Health Form. **This is required by State and local law and must be received before your child can attend preschool.** Returning students do not need a new health form, unless immunizations or health information has changed.

## WITHDRAWAL PROCEDURES

- Before September 1, 2017: Written notification must be submitted to the Director by August 1, 2017 in order to receive a refund of the prepaid May 2018 tuition.
- During the school year: Written notification must be submitted to the Director 30 days prior to withdrawal in order to receive a refund of the prepaid May 2018 tuition.
- After February 1, 2018: No refunds of the prepaid May 2018 tuition will be given after this date.
- Failure to abide by the above procedures will result in forfeiture of the prepaid May 2018 tuition.
- The registration fee is non-refundable regardless of withdrawal circumstances.