



PEACE CHRISTIAN PRESCHOOL REGISTRATION INFORMATION 2023/24

We appreciate your interest in our preschool. We hope the following information will answer many of your questions. If you have additional questions, please do not hesitate to call the preschool at 775-7529 (775-PLAY) or our registrar, Carol Alger, at 804-761-7079

Who can register? Children who will begin in fall 2023 must be at least 3 years old by December 31, 2023. Children turning 3 between January 1 and April 30, 2024, may register in January 2024, if space is available. ALL children must be capable of handling toileting needs independently.

What classes are offered? 2 two day classes are offered on Monday/Wednesday and on Tuesday/Thursday mornings and a 4 day class is offered on Monday through Thursday mornings. All classes meet from 9:00-12:00 p.m. For those registered in the 4 day program, an option to extend the day to 1:30 on 2 days/week will be offered for an additional fee if there is sufficient interest. The 2 day classes are open to all students. The 4 day class is open only to students who will be eligible to attend kindergarten the following year, (will turn 4 by September 30, 2023).

What are the costs to register? A one-time materials and registration fee secures your child's place in class, pays for supplies such as crayons, glue, paper, etc., pays for their field trips and purchases a t-shirt to be worn on field trips. This fee is *non-refundable*. The registration fee for the 2 day class is \$85, and the 4 day class is \$105. Monthly tuition for the 2 day class is \$110 and the 4 day class is \$200.

When can I register? Registration begins January 1, 2023 for families who attend Peace Lutheran Church and families of currently enrolled students. Registration for all others begins on March 1st. Registrations must be postmarked after March 1st. Registration is ongoing as long as space is available.

What is the registration procedure? Registration materials must be mailed to our registrar, postmarked after January 1st. Required for registration are the 2023/24 registration form, a record of immunizations and the appropriate registration fee. All three are required for your child to be registered. If any part is missing, you will be notified of the missing part, but your child will not be placed in a class until all required materials are received. Once registered, the registrar will send you an email confirming registration. Registration materials must be mailed to: Carol Alger, Registrar, PO Box 298 King George, VA 22485.

Does my immunization information have to be on the VA school entrance form? We strongly recommend using the immunization record on the school entrance form (MCH 213G). If your physician charges to complete that form, we will accept their form, provided it is signed and dated. If the child needs to be conditionally enrolled due to lacking immunizations, the statement from the physician must match the wording on the MCH 213G form.

What if the class I want is full? The registrar fills the classes in the order that registration materials are received. If your requested class is full, she will return your check and place you on a waiting list for that class. If an opening becomes available, you will be contacted about the option of joining the class.

How is tuition paid? Tuition is due on the first of each month. A late charge may be applied for tuition not received by the 5th of the month. On the first day of school, your child will be given a set of pre-addressed envelopes so that tuition can be mailed directly to the treasurer. There is also a tuition payment box in the hall at preschool. The May 2024 tuition is paid at the beginning of the year, (see below). The option to pay online on the church website is available with a small convenience fee.

I have to pay May tuition before school even starts? Yes, we collect the last month's tuition before school starts. If you register between January 1, 2023 and June 1, 2023, your May tuition is due no later than June 5th. * If you register after June 1st but before school starts, your May tuition, along with your registration fee, is due at the time of registration. If you register after school starts, your registration fee and current month's tuition is due at the time of registration. The following month your May tuition and that month's tuition is due.

*If you register prior to June 1st but the May tuition is not paid by June 5th, your child will be removed from the class in which they are registered and placed on the waiting list, if one exists. If they reach the top of that list and the May tuition is paid, they will be

registered for that class without having to pay another registration fee.

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