

## ENROLLMENT INFORMATION AND POLICIES

We encourage families to submit their 2012– 2013 school year enrollment forms to the preschool office at their earliest convenience. Currently enrolled students are guaranteed a space in our program if enrollment forms and the appropriate fees are received by **1:00 p.m. on January 31, 2012.**\* Church members' forms will be processed on February 1. Open Registration begins on Feb 2.

When filling a class, registration forms will be prioritized by current students and then by sibling of current student. Next the enrollment forms are prioritized by the number of years the family has attended PGUMC Preschool. In case of a tie, weight will be given to family membership/attendance at PGUM Church. If there are more enrollment forms than slots for a particular class, the remaining forms will be drawn at random.

PGUMC Preschool reserves the right to cancel a class due to insufficient enrollment. In this case, the Director will notify parents and an alternative class may be offered.

The Preschool office will contact parents if their first class choice cannot be honored. Otherwise, parents can assume their first choice was accepted.

\*Currently enrolled students are guaranteed a space in our program if enrollment forms are received by **1:00 p.m. on January 31, 2012.** However, there may be a possibility that the first class choice cannot be given, In that case, the Preschool office will offer a second choice.

The appropriate registration fee and a parent's signature is required on the back of the enrollment form before it can be processed.

### **Required Forms:**

Children will not be allowed to attend preschool unless the following items are on file in the preschool office. (This is a Health Department requirement.) The preschool office must receive these items before **August 1, 2012.**

- A notarized emergency information form
- A current medical report
- An up-to-date immunization record
- a current photo

The appropriate forms will be sent to you in April. You will also be able to find them on our website: [www.pgumc.org](http://www.pgumc.org).

## Yearly Tuition:

Tuition is based on the total number of days a child attends preschool during the entire school year, September through May. That amount is divided into **ten** (10) equal payments. The first payment is due with the registration form. The second payment is due May 15, 2012, and the eight remaining payments are due the fifteenth (15<sup>th</sup>) of each month; August through March. The director will be glad to make payment arrangements if parents prefer to pay quarterly or bi-annually.

## 2012 – 2013 Tuition Fees:

DAYS ATTENDING	YEARLY FEES	MONTHLY PAYMENT
2 Days a week	\$1,960	\$196.00
3 Days a week*	\$2,450	\$245.00
4 Days a week	\$3,200	\$320.00
5 Days a week	\$3,550	\$355.00

*\*Tuition rates may vary depending on which three days a child attends preschool*

### Discount for families with more than one child:

We are not able to give discounts on the yearly tuition; however, families will receive a **\$25.00** discount per family on the registration payment when enrolling more than one child in our program.

**The second tuition payment due May 15, 2012 is held as the last tuition payment for the 2012 – 2013 school year.** It must be paid in a timely manner to hold the child's place in the preschool. This tuition payment will only be refunded when a written thirty-day notice of withdrawal from the program is received and current tuition is paid in full. Please note that this payment is **not refundable after March 1, 2013.**

### Refund exceptions:

The registration fee will be refunded in full if the parents deny the second option offered by the director when the first class choice cannot be honored or a class is cancelled due to low enrollment.

Eighty percent (80%) of the registration fee will be returned if the child moves out of Wake County and written notice is given to the preschool office **before August 1, 2012.** Proof of relocation will be needed prior to the refund.

### Tote Bags:

All new students will receive a school tote bag in August. There will be a charge for replacement bags.