



## 2014-2015 Application Form

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 Dorothy Hobbs - Director

- Current Student
- New Student
- Former Pines Family
- Pines Church Member

### Child's Information

Name:	Last	First	Middle
	Preferred Name:	Date of Birth - m/d/yr:	Male <input type="checkbox"/> Female <input type="checkbox"/>

### Family Information

Address:			
City	State	ZIP Code	Home Phone:
Church Affiliation:		E-Mail Address:	
Father's Name:	Last	First	Cell Phone:
	Company Name:	Job Title:	Business Phone:
Mother's Name:	Last	First	Cell Phone:
	Company Name:	Job Title:	Business Phone:

<b>Days Desired</b>  (Check one)	<b>18 Mo – 2 ½ Yrs</b>	<input type="checkbox"/> Tue/ Wed 9-11:30(Fall/Bees only) 9-12:00 (Spring)	<input type="checkbox"/> Th/Fri 9-11:30(Fall/Bees only) 9-12:00 (Spring)
	<b>3 Yr Olds</b>	<input type="checkbox"/> Mon/Tu/Wed 9-12:00	<input type="checkbox"/> Th/Fri 9-12:00
	<b>4 Yr Olds</b>	<input type="checkbox"/> Mon, Wed, Th, Fri 9-12:00 Tuesday 9-2:00	<input type="checkbox"/> Mon/Wed/Th 12:30pm-3:00pm
	<b>Bridge</b>	<input type="checkbox"/> Mon/W/Th/Fri 9-1:00 Tuesday 9-2:00	<b>Kindergarten</b>

The Application Fee of \$35.00 is required with the application (**NON-REFUNDABLE**). This \$35.00 fee will be applied to the \$230 Registration Fee due upon acceptance and placement of your child. Notification will be after March 3, 2014.

When your child has been placed in a class, the remainder of the **NON-REFUNDABLE** Registration fee will be due in the amount of \$195.00 along with the **NON-REFUNDABLE** Workbook fee for Bridge (\$50) and Kindergarten (\$100). **Families will have from the time of registration until May 1, 2014, to pay the Last Month Tuition Deposit, which will be used as tuition for the following May. This deposit may not be applied to any other month and is NON-REFUNDABLE.**

Tuition is payable in 8 equal installments, (September-April) without regard to the number of school days in a particular month or the number of days your child is absent. May tuition is pre-paid as a deposit, therefore, no May tuition is due.

**Tuition is due and payable by the 5th of each month.** A late fee of \$25.00 will be assessed for all tuition not received by that date.

In the event of withdrawal from the Preschool, **a 30-day advance WRITTEN notice to the Preschool is required, with tuition due through the entire notice period. Pre-paid fees will not be refunded and can not be applied to any other month.**

I agree to the above financial policies:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date received \_\_\_\_\_ (For Office use Only)

Revised 1/21/2014





## Registration Policy 2014-2015

### REGISTRATION:

Pines Preschool has an open registration policy. The preschool will provide the placement of each child according to the child's age, days preferred, and, in conjunction with teacher recommendations and assessment of each child's needs.

Payment of registration fees provides placement of the child into the preschool, but specific class and teacher assignments are not guaranteed by the payment of these fees. In the event a class has more children than the maximum permitted, the school will use a system of prioritizing that class group to determine placement.

### PLACEMENT:

We will then prioritize:

- (1) Pines Church members' children (new and current) and children of current preschool teachers.
- (2) Seniority - number of consecutive semesters of enrollment for that child.
- (3) Legacies - number of years of attendance for families with children previously enrolled prior to current placement.
- (4) Multiple children in a family.
- (5) Lastly (when all the above options have been exercised) a pulling of straws between the few who may not fall clearly within the previous categories. It is highly unlikely that we would ever get to the final step without being able to resolve a placement issue.
- (6) New families are placed after all currently enrolled families.

### FEES:

**Application Fee:** \$35.00 NON-REFUNDABLE. Due with the application.

**Registration Fee:** \$195.00 NON-REFUNDABLE (total \$230.00 registration fee).

When you are notified of your child's placement, the remainder of the registration fee is due no later than March 7th.

**Last Month Tuition Deposit:** Equals one-month tuition (becomes May 2015 payment).

This deposit is NON-REFUNDABLE AND CANNOT BE APPLIED TO ANY OTHER MONTH.

It is due by May 1<sup>st</sup> to hold your child's place in the class for the 2014-2015 school year.

### NEW FAMILIES:

New families will pay a non-refundable \$35.00 application fee, due upon receipt of the application form. Forms are available January 29, 2014. New families to the school will not be placed in a class until all Pines children and currently enrolled children have been placed. Notification of placement for a new student will be after March 3, 2014. The Registration Fee (\$195.00) for new families is due March 28<sup>th</sup>.

**TUITION:**

The annual tuition will be payable in eight (8) equal installments, (September-April) without regard to the number of school days in a particular month, or the number of days your child is absent. There will be no May tuition payment due as it is prepaid as the Last Month Tuition Deposit.

	<b><u>Monthly Tuition:</u></b>	<b><u>Annual Tuition:</u></b>
2 day class	\$280.00	\$2520.00
3 day class	\$375.00	\$3375.00
3 day aft. Class	\$370.00	\$3330.00
5 day class	\$500.00	\$4500.00
Bridge	\$510.00 (Workbook fee \$50.00)	\$4590.00
Kindergarten	\$510.00 (Workbook fee \$100.00)	\$4590.00

**REGISTRATION PROCEDURE:**

- January 29: New Student preschool applications are accepted in the preschool office.
- January 29: Currently enrolled families and church members receive and return application forms for the 2014-2015 school year.
- February 14: Last day for application forms for currently enrolled families and church members.
- February 15-28: Office will make current family class placements.
- March 7: Registration fee (\$195.00) due for current Pines families.
- March 10-14: New children will be placed in classrooms.
- March 28: Upon placement in a class, the registration fee for new families (\$195.00) is due.
- May 1: May 2015 tuition payment due.