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## 2018-2019 Application Form

- Current Student  
 Pines Church Member

- Former Pines Family  
 New Student

**CHILD'S INFORMATION - Please print clearly!**

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 Home		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

Days Desired  (Check one)	<b>Bees/Butterflies</b> 18 Mo - 2 ½ Yrs	<input type="checkbox"/> Tue/ Wed 9-11:30 (Fall) 9-12:00 (Spring)	<input type="checkbox"/> Thur/Fri 9-11:30 (Fall) 9-12:00 (Spring)
	<b>Frogs/Rainbow Fish</b> 3 Year Olds	<input type="checkbox"/> Mon/Tu/Wed 9-12:00	<input type="checkbox"/> Thur/Fri 9-12:00
	<b>Teddy Bears/Turtles</b> 4 Year Olds	<input type="checkbox"/> Mon, Wed, Thur, Fri 9-12:00 Tuesday 9-2:00	
	<b>Ladybugs/Bridge</b>	<input type="checkbox"/> Mon/W/Thur/Fri 9-1:00 Tuesday 9-2:00	<b>Kindergarten</b>

The Application Fee of \$60.00 is required with the application (**NON-REFUNDABLE**). This \$60.00 fee will be applied to the \$260 Registration Fee due upon acceptance and placement of your child.

When your child has been placed in a class, the remainder of the **NON-REFUNDABLE** Registration Fee will be due in the amount of \$200.00 along with the **NON-REFUNDABLE** Activity Fee for Bridge (\$50) and Workbook Fee for Kindergarten (\$100). **Families will have from the time of registration until May 1, 2018, 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. Scholarship forms are available in the preschool office and are due by April 1.

**Tuition is due and payable by the 5th business day 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 cannot be applied to any other month.**

I agree to the above financial policies:

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

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

Revised 12/05/2017



## Registration Policy 2018-2019

### 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:** \$60.00 **NON-REFUNDABLE**. Due with the application.

**Registration Fee:** \$200.00 **NON-REFUNDABLE** (total \$260.00 registration fee).

When you are notified of your child's placement, the remainder of the registration fee is due February 23 (current families) and March 19 (new families).

**Last Month Tuition Deposit:** Equals one-month tuition (becomes May 2019 payment).

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

It is due May 1 to hold your child's place in the class for the 2018-2019 school year.

### NEW FAMILIES:

New families will pay a non-refundable \$60.00 application fee, due upon receipt of the application form. 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 2, 2017. The Registration Fee (\$200.00) for new families is due March 19.

**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 (September-May):</u></b>
2 day class	\$315.00	\$2835.00
3 day class	\$410.00	\$3690.00
5 day class	\$545.00	\$4905.00
Bridge	\$565.00 (Activity fee \$50.00)	\$5085.00
Kindergarten	\$575.00 (Workbook fee \$100.00)	\$5175.00

**REGISTRATION PROCEDURE:**

- January 24: Current family applications are accepted at 9:00 a.m. in the preschool office.  
New family applications are accepted at 11:45 a.m. in the preschool office.
- February 9: Last day for application forms from currently enrolled families and church members.
- February 12-16: Office will make current family class placements.
- February 23: Registration fee (\$200.00) due for current Pines families and activity/workbook fees (if applicable) are due.
- Feb 26-March 2: New children will be placed in classrooms.
- March 19: Registration fee for new families (\$200.00) is due and activity/workbook fees (if applicable) are due.
- May 1: May 2019 tuition payment due.