

MCGREGOR PRESBYTERIAN PRESCHOOL/KINDERGARTEN
REGISTRATION PACKET FOR 2017/2018

- 1) This packet contains information for the 2017/2018 school year. Please fill out the attached form and attach your registration payment. Current students and church members are given the month of February to complete registration. The public will be allowed to register on March 1, 2017.
- 2) If you are new to our school, we require you to visit at a scheduled time with the director. We ask that you bring your child so that he or she will get to see the physical environment, meet the teachers and observe the enrolled children engaged in their activities. If your visit is scheduled during the summer months, your child will have the opportunity to see our classrooms and the playground. They will meet their teachers in August.
- 3) The registration fee for all classes is **\$130.00**. This fee is payable at the time of registration and serves as your commitment to hold your child's place until school begins. The cost for each additional sibling is **\$65.00**. The registration fee is the only payment you will send with your form at this time. **REGISTRATION FEES are NON-REFUNDABLE.**
- 4) You will need to pick up a packet of information on **August 9, 2017 between 9 a.m. and noon. At this time, you will pay the tuition fee for SEPTEMBER along with the one-time supply fee for each child registered in our program. TUITION and SUPPLY FEES are NON-REFUNDABLE.**
- 5) Tuition is paid in full each month regardless of the number of days your child attends school. The one-time supply fee paid in August is used to pay for our program expenses such as art, crafts, paper products, disposable gloves, music supplies and special projects for Christmas and Mother's Day.
- 6) Please read your tuition card carefully each month and return it with the check in the manila envelope. If you pay in cash, we ask that you please come into the preschool office. A receipt of payment will be given to you. We are unable to accept debit or credit card payments.
- 7) We will have a special time for parents and children the week before school begins called "Meet and Greet". This scheduled date and time will be given to you in an email from your child's teachers. Please make sure we have your correct email address on the registration form.
- 8) We follow the school calendar of Lexington/Richland District Five with the exception of our opening date and ending date. There is no change to our school day on elementary early release days. All district in-service days, holidays and inclement weather policies will be the same.
- 9) Your child should be the correct age to enroll in a specific class by September 1. **ALL children entering the 3 year old classes need to be potty-trained per DSS policies.**
- 10) We follow all requirements for faith-based programs through our registration with the SC Department of Social Services. You will be required to complete several forms per DSS and provide an updated immunization form (DHEC 1148) on the first day of school. These forms are in your packet that will be given to you on August 9, 2017.
- 11) If your child has been diagnosed with a special need, we will need to discuss options for enrollment. If the care of any child exceeds the amount of care two staff members are able to provide, we may need to provide resource and referral information to you. Lexington/Richland District Five offers many services to children with different needs. We will be happy to help you with that process.

- 12) The fees for tuition and supplies are listed below. The monthly fees are due no later than the 10th of each month. Failure to comply with that date will result in a late fee of \$25. Failure to comply with payment for two consecutive months will result in withdrawal from the preschool until fees are paid in full.
- 13) Our operating schedule is as follows: Preschool children come to school from 9-12 noon. Drop-off begins at 8:45 a.m. and pick-up begins at 11:45 a.m. Kindergarten operates from 8:30 a.m.-12:30 p.m. with drop-off at 8:30 a.m. and pick-up at 12:20 p.m.
- 14) **Early Morning Drop Off for 2-5 year olds** begins at 7:30 a.m. at a fee of \$8 per day. You will be able to sign up for EMDO at the packet pick-up on August 9 or you will have the opportunity during the "Meet and Greet" with your child's teachers.
- 15) **Lunch Bunch for 2-5 year olds** is available every day from 12-2 p.m. The fee schedule is listed below. Sign up for Lunch Bunch will be available during the "Meet and Greet."
- 16) We are unable to hold a spot for any child without payment. If you are visiting our school and wish to enroll after your visit, you will have three (3) business days to complete the paperwork and return it to us with your fees. After that time, your child's name will go on a wait list which is maintained throughout the school year. No fee is required to be on the wait list.
- 17) If you wish to enroll your one year old child in two separate classes, you may do so. Only one registration fee is required. However, you will be required to pay the tuition and supply fee for each class.
- 18) Please direct all calls concerning the registration process to our director, Rhonda Marino, at 803-781-2539 or send an email to rmarino@mcgpres.org.

TUITION AND SUPPLY FEES

<u>Class</u>	<u>Monthly Tuition</u>	<u>Supply Fee (1 time)</u>
Kindergarten	\$235	\$110
Five day 2, 3, and 4 year old classes	\$215	\$105
Three days per week/3 year olds	\$160	\$80
Two days per week/2 year olds	\$140	\$70
Three days per week/1 year olds	\$160	\$45
Two days per week/1 year olds	\$140	\$35

LUNCH BUNCH FEES

<u># of Days Attending Lunch Bunch</u>	<u>Rate per Day</u>
One day each week	\$10.00
Two days each week	\$9.50
Three days each week	\$9.00
Four days each week	\$8.50
Five days each week	\$8.00

Lunch Bunch Drop in Rate is \$12 per day and is dependent on space available.

REGISTRATION FORM FOR THE 2017/2018 SCHOOL YEAR

Please check the appropriate class below:

___ 1 year olds, M-W-F, 6 spots

___ 1 year olds, T/TH, 6 spots

___ 2 year olds, M-F, 12 spots

___ 2 year olds, T/TH, 12 spots

___ 3 year olds, M-W-F, 16 spots

___ 3 year olds, M-F, 18 spots

___ 4 year olds, M-F, 36 total spots (2 classes)

___ 5 year old kindergarten, 18 spots

Child's First Name _____ Last Name _____

Name child wishes to be called _____ Male _____ Female _____

Date of Birth _____

Parents Names _____

Address _____

City _____ State _____ Zip Code _____

Home phone _____ Cell phone _____

Email address _____

Member of McGregor Presbyterian Church? YES or NO

Emergency contacts with phone#'s _____

Pediatrician and phone # _____

Dentist and phone # _____

Special interests _____

Siblings _____

Health concerns/Allergies _____

Any other information you would like to share with your teachers _____

I have read the policies of the McGregor Presbyterian Preschool/Kindergarten program in this packet and with my signature agree to accept them.

Parent Signature _____ Date _____