

## First Presbyterian Church Weekday Preschool

189 Church Street • Marietta, GA • 30060 • 770-427-2166

preschool@fpcmarietta.org

### 2018-2019 Registration Instructions, Terms, and Conditions

Thank you for your interest in First Presbyterian Weekday Preschool.

*The following items are needed in order to register for the 2018-2019 school year:*

1. **Admission Application**
2. **Registration Fee** of \$150 for the first child, \$125 for each additional child in a family. Make the check payable to FPC Weekday Preschool.
3. **Emergency Contact Form** (requires a parent's or guardian's signature)
4. **Registration Instructions, Terms and Conditions.** Please read this document thoroughly. Page two includes a **Photo/Website Release** requiring a parent signature.

*These additional forms are needed in order for a child to begin preschool:*

- A current **Georgia Certificate of Immunization Form 3231**, available from your pediatrician, due by August 1, 2018.
- **Health History Form**, provided by FPC Weekday Preschool and requires a physician's signature, due by August 1, 2018.

Currently enrolled students and their siblings may submit their admission materials beginning on **Monday, January 29, 2018**. Admission packets will be distributed to current families in their January conferences.

First Presbyterian Church members and former Preschool families, who are not currently enrolled, may submit forms on **Wednesday, January 31, 2018** for priority registration. Registration forms may be downloaded from the FPC website ([www.fpcmarietta.org](http://www.fpcmarietta.org)), or obtained from the Preschool Office.

Families new to our Preschool may submit forms beginning **Friday, February 2, 2018**.

Applications will be processed only if the **Admission Application, Registration Fee, Emergency Contact Form, and Registration Instructions, Term, and Conditions** are completed and submitted to the Preschool office. Returning families' tuition payments must be up-to-date before being placed in a class for the following school year. *No teacher or classmate requests please.*

You will be notified within a week regarding your child's placement for the 2018-2019 school year. If class space is unavailable, your child will be placed on a waiting list for the class desired. Registration payments will be retained only if your child is placed on a class list. Once your child is placed in a class, the registration fee is not refundable, unless a class is cancelled. Any class that does not meet minimum enrollment requirements following registration is subject to cancellation.

**See Other Side**

**September tuition or lump sum tuition payments are due May 1, 2018.** Payments may be made to FPC Weekday Preschool, attn. Allison Gruehn, 189 Church Street, Marietta, GA 30060. For more information on early pay discounts and automatic bill-pay, please contact the Preschool Business Manager, Allison Gruehn, at 770.427.2166. **If the Business Manager does not receive September tuition by May 10, 2018, we assume your child will not attend this preschool, and the opening will be given to another child. September tuition is not refundable after July 1, 2018.**

**Thereafter, monthly tuition is due the first day of each month, September through April, for the following month (i.e. tuition for October is due September 1, 2018).** The payment is considered late on the 10<sup>th</sup> of the month and a \$20.00 late fee is imposed. One month's notice is needed to withdraw a child from Preschool during the school year. Otherwise the following month's tuition is forfeited.

**All students in 3-year and 4-year classes must be completely toilet-trained and able to use the restroom independently when Preschool begins.** Each child should be wearing underwear, not pull-ups or diapers, at school. For the purposes of clarification, our definition of fully toilet-trained includes the child's recognition of the need to use the restroom and to tell an adult, the child's ability to enter the restroom independently and to remove necessary clothing with little or no assistance, and then to manage personal hygiene, redress, wash hands, and to rejoin the class.

### **Photo/Website Release**

During the school year pictures are taken of children and classes at First Presbyterian Church Weekday Preschool. Photos might be used on the church website for Preschool links, a teacher's class web page, or a Preschool brochure or advertisement. This release gives your consent, which will enable First Presbyterian Weekday Preschool to use a picture of your child for Preschool purposes only, including, but not limited to the FPC website, brochures or advertisements. I hereby give consent for FPC Weekday Preschool to use an image of my child(ren) for the purposes listed above.

### **Bright from the Start EXEMPTION**

I acknowledge that Bright from the Start and the Georgia Department of Early Care and Learning have exempted First Presbyterian Church Weekday Preschool from state licensure. FPC Weekday Preschool does carry liability insurance through First Presbyterian Church.

**I have read and accept all terms and conditions stated above.**

\_\_\_\_\_  
**Child's Name**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

*Please keep a copy for your records  
and return this signed acknowledgement.*