



Mt. Pisgah Preschool

1100 Mt. Pisgah Drive, Midlothian, Virginia 23113
804-794-1720 www.mtpisgahpreschool.org

Registration Information

Dear Parents:

Please review the following information regarding the "Open" registration process for new students.

WHEN: Begins on January 22, 2018 at 10:00 am

REGISTRATION PROCESS:

1. Complete Registration Form.
2. Please enclose your \$100.00 registration fee with each form.

REMINDER: The first tuition payment (for September 2018) will be due on or before **JUNE 1, 2018, and is non-refundable**. In fairness to families on our waiting list, please understand that your child may be withdrawn from enrollment at the discretion of the preschool director/council if the first tuition payment is not received by the due date.

Subsequent payments will be due on the 1st of each month, beginning with October 1, 2018. Enrollment is for the school year. If for any reason a child should be withdrawn from our preschool program after the school year begins, we require a 30 day notice or tuition for the following month must be paid.

Please note: Due to the high demand for placement in the 2 1/2 and 3 year-old programs, a discount for students placed in two programs will not be provided. If you wish to place your child in two programs, the tuition will be the sum of both programs but only one registration fee and one activity fee are required.

Please don't hesitate to contact me if you should have further questions regarding the registration process.

Sincerely,
Colleen Callihan
Preschool Director

Mt. Pisgah Preschool

EXTENDED CARE ("LUNCH BUNCH") REGISTRATION

In order to participate in our extended day "Lunch Bunch" program, children must be registered in either a 3 year-old or a pre-kindergarten program at Mt. Pisgah Preschool. In addition, your child must be completely potty trained and able to independently manage bathroom skills.

Please note: Designated staff members are certified to offer administration of "epi-pen" injections, but their availability cannot be guaranteed during our extended day program.

Days offered: Monday-Thursday
Extended Care Hours: 12:30—3:30pm

Cost: \$16.00/ day for registered students. The "drop-in" rate will be \$20.00/ day for students not registered for the extended care program. "Drop-ins" will be permitted on a "space available" basis.

Lunch Bunch payments will be due on the 1st of each month. A payment schedule will be sent home prior to the beginning of each new month.

There will be no fee reimbursement or make-up days for student absences. Reimbursements are only given under circumstances necessitating emergency preschool closure.

Child's Name: _____

EXTENDED CARE REGISTRATION (CHECK DAY/S OF THE WEEK):

___ Mondays ___ Tuesdays ___ Wednesdays ___ Thursdays

Please note: If you wish to withdraw your child from the registered extended care program, a thirty day advance notice must be given to the preschool director in order to receive a reimbursement of an extended care payment.

PARENT/LEGAL GUARDIAN SIGNATURE

DATE