



Dear Parents:

Thank you for your interest in enrolling your child in St. Andrew Preschool. We look forward to 2019-2020 in counting you and your child as part of our St. Andrew family.

Attached to this letter, you will find a Wait List form that needs your attention and signature.

Please feel free to contact us should you have any additional questions about our program.

Blessings,

*Carol and Jim Carnegie*

Preschool Directors

# St. Andrew Preschool Enrollment Request 2019-2020

Date \_\_\_\_\_

Child's Name: \_\_\_\_\_

First

Middle

Last

(circle) Boy Girl Birthday \_\_\_\_\_ Age on 9/30/19 \_\_\_\_\_

State regulations require that children must be 30 months by September 30<sup>th</sup> to be enrolled in the 2 day class. Children that turn 3 by September 30<sup>th</sup> may enroll in the 2 day, 3 day, or 4 day class for 3 year olds. A child that turns 4 by September 30<sup>th</sup> must be enrolled in Pre K - 4 year old class. Final class placement decisions are based on enrollment trends and will be made at the discretion of the director.

1 <sup>st</sup> choice	2 <sup>nd</sup> choice	Age Grouping	Days per week	2018-19 Monthly Tuition	2019-20 Tuition TBA
		2 ½ - 3 yr old	M/W(9:30a-12:30p)	\$195	TBA
		2 ½ - 3 yr old	T/Th(9:30a-12:30p)	\$195	TBA
		3 yr old	TWTh (9:30a-1:30p)	\$235	TBA
		3 yr old	MTWTh (9:30a-1:30p)	\$295	TBA
		PreK-4 yr old	MTWTh (9:30a-1:30p)	\$295	TBA

Parent's Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

### Step 1 Enrollment Request

1. Submit this Enrollment Request form. (current and new students)
2. Attach your **non-refundable** Application Fee of \$50, at the time of Enrollment Request. (new students only)
3. Provide a copy of your child's Birth Certificate. (new students only)

### Step 2 Class Placement

1. Submit a Student Information Sheet and all Enrollment forms by May 1<sup>st</sup>.
2. Pay **non-refundable** \$150 Annual Fee to hold placement by May 1<sup>st</sup>.
3. Submit all registration forms in the Registration Packet by May 1<sup>st</sup>. A completed Health Information Form, current Immunization Record, current Physical Examination Report, Allergy and Asthma Action Plan (if applicable) and Custody Orders (if applicable) by August 15<sup>th</sup>.

I understand the enrollment procedure. Fees are nonrefundable. All paperwork and fees are due by May 1<sup>st</sup>. Medical forms are due by August 15<sup>th</sup>. I understand that in the event these are not turned in by the deadline, my child's placement is not guaranteed.

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



## Checklist for Registration 2019-2020

St. Andrew Preschool 1885 Bridge Road Suffolk, Virginia 23433 (P) 757.714.2211

Thank you for becoming a part of St. Andrew Preschool! We are very excited about the 2017-2018 school year. This is a checklist to help you keep track of forms and fees that need to be turned in this year. In order to complete registration, we need the following things from you. If you see an item without a date, please turn it as soon as possible.

### Step 1 Enrollment Request

1. Submit this Enrollment Request form. (current and new students)
2. Attach your **non-refundable** Application Fee of \$50, at the time of Enrollment Request. (new students only)
3. Provide a copy of your child's Birth Certificate. (new students only)

### Step 2 Class Placement

1. Submit a Student Information Sheet and all Enrollment forms by May 1<sup>st</sup>.
2. Pay **non-refundable** \$150 Annual Fee to hold placement by May 1<sup>st</sup>.
3. Submit all registration forms in the Registration Packet by May 1<sup>st</sup>. A completed Health Information Form, up to date Immunization Record, up to date Physical Examination Report, Allergy and Asthma Action Plan (if applicable) and Custody Orders (if applicable) by August 15<sup>st</sup>.

Information Needed	Date	Notes
Student Enrollment Request		
Copy of Birth Certificate		
Application Fee (non-refundable)		
Annual Fee (non-refundable)		
Student Information Sheet		
Preschool Directory Permission		
Medical Emergency Permission		
Media Use Permission		
Assessment Permission		
Preschool Parent Handbook		
Allergy/Asthma Policy		
Potty Training Form		
Custody Paperwork (if applicable)		
Initial Entry into Program Policy		
Health Information Form		
Completed Certification of Immunization		
Comprehensive Physical Examination Report		
Allergy/Asthma Action Plan (if applicable)		
Other		

**All paperwork is required before students can attend school.**





## Checklist for Registration 2019-2020

**To the Parents of \_\_\_\_\_**

Thank you for becoming a part of St. Andrew Preschool! We are very excited about the 2019-2020 school year. This is a checklist to help you keep track of forms and fees that need to be turned in this year. Submit all registration forms in the Registration Packet by May 1st. A completed Health Information Form, up to date Immunization Record, up to date Physical Examination Report, Allergy and Asthma Action Plan (if applicable) and Custody Orders (if applicable) by August 15st.

Information Needed	Date	Notes
Student Enrollment Request		
Copy of Birth Certificate		
Application Fee (non-refundable)		
Annual Fee (non-refundable)		
Student Information Sheet		
Preschool Directory Permission		
Medical Emergency Permission		
Photo Permission		
Assessment Permission		
Preschool Parent Handbook		
Allergy/Asthma Policy		
Potty Training Form		
Custody Paperwork (if applicable)		
Initial Entry into Program Policy		
Health Information Form		
Completed Certification of Immunization		
Comprehensive Physical Examination Report		
Allergy/Asthma Action Plan (if applicable)		
Other		

**All paperwork is required before students can attend school.**

