

# 2012 – 2013 APPLICATION FOR REGISTRATION

413 Greeley Street South  
 Stillwater, MN 55082  
 651-439-8850  
[www.valleypreschool.org](http://www.valleypreschool.org)



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## APPLICATION INFORMATION (Please print)

Child's full name \_\_\_\_\_

Birth date \_\_\_\_\_ Sex \_\_\_\_\_

Home address \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_  
Enrollment confirmation & class information will be sent to this address.

## PARENT OR GUARDIAN INFORMATION (Please print)

Mother's name \_\_\_\_\_ Occupation \_\_\_\_\_

Place of employment \_\_\_\_\_ Work phone \_\_\_\_\_

Father's name \_\_\_\_\_ Occupation \_\_\_\_\_

Place of employment \_\_\_\_\_ Work phone \_\_\_\_\_

Guardian(s) name \_\_\_\_\_ Occupation \_\_\_\_\_  
 (other than mother or father)

Marital status of parents:    married [ ]                      separated [ ]                      divorced [ ]                      single parent [ ]

Child lives with:                      both parents [ ]                      mother [ ]                      father [ ]                      guardian [ ]                      other [ ]

## HOUSEHOLD INFORMATION (Please print)

Names and birthdates of children in the household (please indicate their relationship to child)

\_\_\_\_\_

Names of other adults in the household and relationship to child \_\_\_\_\_

Previous school(s) of child \_\_\_\_\_

How did you hear about us? (If applicable, include referring family's name) \_\_\_\_\_

## CLASS PREFERENCE

Please indicate which class you are enrolling your child in. Currently enrolled students and siblings of alumni will be given an opportunity to register prior to the fall registration open house. Families enrolling multiple children or in multiple classes will receive a 5% discount for tuition. Please review the age requirements below before making a decision. To register for lunch, return the lunch request form below.

	First Year Class	Mon & Tue AM	9:00 – 11:30am	\$130/month *
	Pre-K Class	Wed, Thur, & Fri AM	8:45 – 11:45am	\$205/month *
	Pre-K Multi-Age Class	Wed, Thur, & Fri PM	12:45 – 3:45pm	\$205/month *
	Full Days	Wed, Thur, & Fri AM & PM	8:45am – 3:45pm	\$435/month, see below *
	Lunch	Available Every Day	See Below	\$5/day

\*The monthly tuition fee includes a \$5 per month refundable maintenance fee. This will be refunded in the form of a tuition credit upon fulfillment of the 3 hour volunteer requirement. See the VP Volunteer Policy below for more information.

If my first choice is not available, please enroll my child in our second choice. I understand we will be placed on a waiting list for our first choice and notified if space becomes available. (Please indicate first and second class choices.)

**This form must be accompanied by the registration fee and one month's tuition to complete the application process (see attached tuition sheet for details). Confirmation of class placement will be emailed to the address provided above.**

Signature of parent or guardian \_\_\_\_\_

Date \_\_\_\_\_



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*Please detach the following sheets and retain for your records*

## 2012-2013 Tuition and School Policy Information

### Registration Fee

\$50 for new student

\$20 for returning students

\$50 maximum for families registering more than one child

The registration fee is nonrefundable and does not apply to tuition.

### Tuition

Tuition for the school year is divided into nine equal payments. The first payment for both new and returning students is due with the registration fee. **This payment is refundable only if requested in writing prior to August 1<sup>st</sup>.** Please use separate checks for the registration fee and the first tuition payment. The second payment is due September 1<sup>st</sup> and subsequent payments are due on the first day of each month. Families enrolling multiple children or enrolling in multiple classes will receive a 5% discount off their total tuition. One month's written notice must be given if a child will be withdrawn before completing the school term. Tuition will not be refunded for holidays, illness or family vacations.

First Year Class	Mon & Tue AM	9:00 – 11:30am	3-4 years	\$130/month *
Pre-K Class	Wed, Thur, & Fri AM	8:45 – 11:45am	4-5 years	\$205/month *
Pre-K Multi-Age Class	Wed, Thur, & Fri PM	12:45 – 3:45pm	3.5 – 5 years	\$205/month *
Full Days	Wed, Thur, & Fri AM & PM	8:45am – 3:45pm	4-5 years	\$435/month * Includes Lunch
Lunch	Available Every Day	See Below	3-5 years	\$5/day

\* The monthly tuition fee includes a \$5 per month refundable maintenance fee. This will be refunded in the form of a tuition credit upon fulfillment of the 3 hour volunteer requirement. See the Volunteer Policy below for more info.

### Registration and Tuition Record

Please keep a record of your tuition payments. Official tuition records can be requested by contacting Abbey Korba at [abbeyk@valleypreschool.org](mailto:abbeyk@valleypreschool.org) or 651-439-8850.

Payment	Due Date	Check # / Cash / ACH	Amount
Registration Fee	With Registration		
#1 (May's Tuition)	With Registration		
#2	September 1		
#3	October 1		
#4	November 1		
#5	December 1		
#6	January 1		
#7	February 1		
#8	March 1		
#9	April 1		

## **HEALTH AND IMMUNIZATION FORMS**

All Valley Preschool students are required by the state of MN to have certain health and immunization records on file at the school. Health and immunization records for new students will be due on August 1<sup>st</sup>. If registering after the start of the school year, records must be on file before a student attends class.

## **VALLEY PRESCHOOL ENROLLMENT POLICY**

Enrollment is open to all qualified children regardless of race, color, creed, religion, national or ethnic origin, or disability. Notwithstanding Valley Preschool, Inc.'s commitment to equal access, the Board of Directors reserves the right to not accept a child for enrollment if it determines, after consulting with the child's guardian(s), that the child poses a threat or danger to other students, or would significantly distract from the other students' learning experience.

## **VALLEY PRESCHOOL VOLUNTEER POLICY**

We are a non-profit, parent operated school. We rely on our families to help us maintain the facility and grounds. Families of enrolled children are asked to donate a minimum of three hours of their time each year to school maintenance. A \$5 maintenance fee has been included with your monthly tuition. Once you have fulfilled your 3 hours of volunteer time, you will receive a \$45 credit (\$5 x 9 months) in the form of tuition. You may also choose to donate the \$45 to the school and forgo the volunteer requirement.

All families should return the Maintenance Task Sign-Up Sheet to designate what tasks they would like to help with or if they wish to pay the maintenance fee. Board members are exempt from the maintenance fee and will be credited \$45 for tuition after attending 3 board meetings. The maintenance sheet has many tasks that can be done at school or home. Examples include "work days" at school, planting flowerboxes, cleaning carpets, washing windows, collating brochures, painting, etc. Please talk to teachers or board members if you have questions regarding this policy.

## **VALLEY PRESCHOOL AGE REQUIREMENTS**

Valley Preschool accepts students ages 33 months through 5 years of age. Each of our classes address specific goals and stages of development in the preschool years. Our teachers have designed a developmentally appropriate curriculum for each age group and we ask that you adhere to the following age requirements in order to keep the integrity of each class.

### **MT AM Class**

Our Monday and Tuesday morning class offers an introduction to preschool. This class is designed for those who have had little or no prior drop-off group experience. Children have the opportunity to transition to a formal educational setting together. Our teachers are mindful to help each and every child adjust to their preschool experience at their own pace. Children can attend this class when they are 33 months old and potty trained.

### **WThF AM Class**

Our Wednesday, Thursday, and Friday morning pre-K class is geared for students attending kindergarten the following year. The main goal is to give students the opportunity to explore skills that will help them prepare for an easy and successful transition into their kindergarten year. Children can attend this class if they are 4 years old by September 1<sup>st</sup>. Exceptions can be made for students who have prior drop-off group experience and are 4 years old by December 1<sup>st</sup>. Exceptions are subject to board approval.

### **WThF PM Class**

Our Wednesday, Thursday, and Friday pre-K multi-age class is designed to take advantage of the opportunities a multi-age class offers. Students are able to learn from and teach others who are at different stages of their development. As with all of our classes, teachers are able to differentiate their instruction to offer opportunities for students to learn at their own pace, but the multi-age class offers more freedom because of the larger age span. This class also adds convenience for families who have multiple children enrolled because siblings can attend together. Pre-K goals and skills are a focus for those attending kindergarten the following year to help make a smooth transition from preschool to kindergarten. Children can attend this class if they are 3.5 years or older by September 1<sup>st</sup>.

### WThF Full Days

Students who are 4 years old may attend both our morning and afternoon WThF classes for a full-day experience, similar to those offered in kindergarten by the Stillwater School District. These students will receive priority for the lunch bunch lottery so parents are not responsible for picking up or dropping off mid-day. Drop off will be at 8:45am and pick-up at 3:45pm. Students may register at the beginning of the school year if they are 4 by September 1<sup>st</sup> and at anytime throughout the school year as they turn 4, if space permits. Students will have a rest time after lunch to meet licensing requirements, otherwise they will participate in all planned class activities for the AM and PM classes. Enrollment for all 3 days is required. Families will receive 5% off their total tuition for enrolling in multiple classes.

### FULL DAY INFORMATION

Students who are 4 years old can opt for a full day experience on Wednesdays, Thursdays, and Fridays. Tuition takes into consideration the number of days of class/lunch and is averaged so tuition payments are the same each month. Tuition for the 2012-2013 school year are based off of the previous school year's class dates so that we can advertise tuition costs in time for our January Open House. Actual dates only vary, on average, by 1-3 days each year. The following is how the 2012-2013 tuition rates were calculated:

WThF AM Class	\$1800	9 months @ \$200/month
WThF PM Class	\$1800	9 months @ \$200/month
Maintenance Fee	\$45	Refundable w/ completion of maintenance hours
Lunch	\$480	96 days/year @ \$5/day
TOTAL	\$4,125	
Subtract 5% off total tuition	- \$206	
TOTAL per year	\$3,919	
Divided by 9 months	÷ 9	
TOTAL per month	\$435	

### LUNCH INFORMATION

Lunch is optional and is \$5 per day. This is due with tuition on the first of each month. Each month will vary, depending on how many days of class take place in that month and what days you request. You can find the 2012-2013 schedule below. You will receive an email invoice by the 25<sup>th</sup> of the month with the total amount due and for WThF families, the days you are able to attend if a lottery was needed. This can be paid by check on the first of the month or by ACH, which will be automatically updated to the correct amount and withdrawn from your bank account along with your class tuition. Lunch tuition is non-refundable. Families provide a bag lunch and Valley provides beverages. All cars must use their car tags to ensure a smooth drop-off and pick-up before and after lunch.

You can opt to request lunch days monthly or yearly. Please designate preference of days on the registration form. If registering monthly, please download the lunch request form from our website and **return to school by the 20<sup>th</sup> of each month**. If you do not want to submit a form every month, you can register yearly. Changes to your yearly plan can be made by submitting a new request form by the 20<sup>th</sup> of the preceding month.

MT Lunch Information: Lunch for the Monday and Tuesday Class will begin the first week in January 2013. We feel this gives our young students adequate time to adjust to the preschool year before adding the extra commitment of lunch time. You can choose one or two days per week.

WThF Lunch Information: Students from the WThF AM class can stay after class for lunch and students from the WThF PM class can arrive early for lunch. PM students arriving early for lunch should arrive in weather appropriate outdoor clothing as we will be outside for the first 15 minutes. We can accommodate a maximum of 20 students per day. If more than 20 students register per day, a lottery will take place. If a lottery needs to take place, each student in the lottery is guaranteed *at least one* lunch per week. Registrations arriving between the 21<sup>st</sup> and the last day of the month will be allowed to register only if space is available and remaining spots will be given on a first come basis. You can choose one, two, or three days per week.



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## Lunch Request Form

\*Due no later than the 20<sup>th</sup> of the preceding month\*

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Email Address \_\_\_\_\_

This is a monthly request form for \_\_\_\_\_  
Month

This is a yearly request form.

This is a CHANGE to my current yearly request form.

Please X the boxes of the days you are requesting:

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Mondays									
Tuesdays									
Wednesdays									
Thursdays									
Fridays									

### 2011-2012 Lunch Schedule

\*2012-2013 Dates will be available April 2012

	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
September	NA	NA	3 days = \$15	4 days = \$20	4 days = \$20
October	NA	NA	4 days = \$20	3 days = \$15	4 days = \$20
November	NA	NA	4 days = \$20	2 days = \$10	2 days = \$10
December	NA	NA	3 days = \$15	4 days = \$20	4 days = \$20
January	2 days = \$10	4 days = \$20	4 days = \$20	4 days = \$20	4 days = \$20
February	3 days = \$15	4 days = \$20	5 days = \$25	4 days = \$20	4 days = \$20
March	3 days = \$15	2 days = \$10	3 days = \$15	4 days = \$20	3 days = \$15
April	5 days = \$25	4 days = \$20	4 days = \$20	4 days = \$20	2 days = \$10
May	3 days = \$15	3 days = \$15	4 days = \$20	4 days = \$20	2 days = \$10

\* Lunch will not be offered the first or last day of the school year for each class \*

Office Use  
Date Received \_\_\_\_\_