

2023–2024 APPLICATION FOR REGISTRATION

APPLICANT INFORMATION (please print)

Child's full name: _____

Name to be called: _____ Birthdate: _____ Sex: _____

Home address: _____

Telephone: _____ Email address: _____

Enrollment confirmation & class information will be sent to this address.

Does your child have any allergies or take any medications? Yes [] No []

Please explain: _____

Previous school(s) of child: _____ Is your child potty trained: Yes [] No []

PARENT OR GUARDIAN INFORMATION (please print)

Parent / Guardian #1 _____ Occupation _____

Place of employment _____ Work/cell phone _____

Parent / Guardian #2 _____ Occupation _____

Place of employment _____ Work/cell phone _____

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

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

REGISTRATION

Payment of registration fee and one month's tuition needs to be included with the registration form to complete the application process. Registration is on a payment-reserved basis — we are unable to guarantee a particular schedule until registration and tuition payment are received.

Please indicate which class you are enrolling your child in. **Child must be potty trained by the first day of class.**

If my first choice is not available, please enroll my child in my 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, second & third* choices.)

Half Day Classes				
	Honey Bees Mon & Tues AM	33 months–4 years (Age 3 by Jan. 1 st)	8:45am – 11:30am	\$195/month
	Fireflies Wed, Thurs. & Fri. AM	3.5–5 years (Age 4 by Mar. 1 st)	8:45am – 11:30am	\$295/month
	Young Da Vincis (STEAM) Wed, Thurs. & Fri PM	3.5–5 years	12:45pm – 3:30pm	\$240/month
	Adventurers Monday-Friday <i>Lunch Bunch</i> & M-F PM class	3.5–5 years	11:30am – 3:30pm	\$530/month

Lunch Bunch				
	Lunch Bunch & Additional Free Explore Play Mon, Tues, Wed, Thurs, and/or Fri	33 months–5 years	11:30pm – 12:45pm	varies (see back for details)

FULL DAY Classes				
	Little Explorers (MT Full Day): includes <i>Lunch Bunch</i>	33 months–4 years (Age 3 by Jan. 1 st)	8:45am – 3:30pm	\$395/month
	Explorers (WThF Full Day): <i>Fireflies, Lunch Bunch & Young Da Vincis</i>	3.5–5 years (Age 4 by Mar. 1 st)	8:45am – 3:30pm	\$500/month

Signature of parent or guardian

Date



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ADDITIONAL HOUSEHOLD INFORMATION (please print)

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

Names of other adults in the household and relationship to child _____

New families only: how did you hear about us? _____

REGISTRATION FEE

- Equivalent to one month's tuition plus \$40 per student; due at the time of registration.
- The registration fee is non-refundable.

FACILITIES & MAINTENANCE FEE

A one-time payment of \$75 will be automatically withdrawn on Aug. 1, 2023 from the ACH account on file. If registering after Aug. 1, the fee will be due at the time of registration. The facilities maintenance fee is non-refundable after August 1st.

SNACK

Valley Preschool is proud to provide a wide range of high-quality and healthy food every day for snack. In lieu of sending snacks throughout the year, families are responsible for a one-time \$50 snack fee for each class to help cover the cost of snack for the year. The snack fee will be automatically withdrawn on Aug. 1, 2023 from the ACH account on file. If registering after Aug. 1, the fee will be due at the time of registration. The snack fee is non-refundable after charged.

TUITION

Tuition for the school year is divided into nine equal payments and is collected via ACH. The first payment for both new and returning students is due with the registration form as part of the registration fee. **The Registration Fee, which includes one month's tuition, is non-refundable. The initial tuition payment will be used as your May 2024 tuition payment. Tuition will be withdrawn the first business day of each month September-April.** One month's written notice must be given if a child will be withdrawn before completing the school term. Any months not already paid for (excluding May), when notified in writing at least 30 days prior to the start of the next month, will not be charged or owed. Tuition will not be refunded for holidays, illness, school closings mandated by state or local authorities, personal, and/or vacation time.

LUNCH INFORMATION

To register for lunch, please request a separate 2023-2024 Lunch Bunch Form. Students bring their own lunch and must follow the Valley Preschool guidelines. Lunch Bunch cost is \$24 per day/month. For example, if a child eats lunch on Thursdays only, the cost would be \$24, added to monthly tuition. If the child eats Thursdays and Fridays, the cost would be \$48 per month, added to tuition. Families pay monthly whether or not they attend each day. Lunch is available Monday through Friday from 11:45am-12:45pm. You do not need to sign up for lunch if you are a Full Day Student (cost of lunch is included in tuition).

EXTENDED DAY

To register for our Extended Day program please request a separate 2023-2024 Extended Day Form. Valley Preschool's Extended Day Program is available M-F from 3:30-4:30pm. Cost: \$40 per day/month. For example, if a child will be in Extended Day program on Mondays only, the cost would be \$40; added to the monthly tuition (billed monthly via ACH). Families pay monthly whether or not they attend each day and/or are picked up before 4:30pm. **Please note: if the minimum number of students for this offering is not met, Valley Preschool will be unable to provide this program.** Notice will be given by August 20, 2023 if Extended Day will no longer be able to be offered, due to low enrollment.

Parents/authorized caregivers will pick their child up at the side door for Extended Day pick-up. For more information, or to request an Extended Day Form, please contact Sarah (director@valleypreschool.org).

CANCELLATION POLICY

After July 31st, one month's (30 days) written notice must be given if a child will be withdrawn from school before completing the school term. **Any months not already paid for (excluding May), when notified in writing at least 30 days prior to the start of the next month, will not be charged or owed.**

413 Greeley Street South • Stillwater, MN 55082 • 651-439-8850 • www.valleypreschool.org

Valley Preschool admits students of any race, color, national and ethnic origin, creed, handicap and sex to all rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of any race, color, national and ethnic origin, creed, handicap and sex in the administration of its educational policies, admissions policies, or employment policies.