

# 2024–2025 APPLICATION FOR REGISTRATION



## APPLICANT INFORMATION (please print)

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

Name to be called: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Sex: \_\_\_\_\_

Home 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** \_\_\_\_\_

Work phone: \_\_\_\_\_ Cell (mobile): \_\_\_\_\_ Email: \_\_\_\_\_

Place of employment \_\_\_\_\_ Occupation: \_\_\_\_\_

**Parent / Guardian #2** \_\_\_\_\_

Work phone: \_\_\_\_\_ Cell (mobile): \_\_\_\_\_ Email: \_\_\_\_\_

Place of employment \_\_\_\_\_ Occupation: \_\_\_\_\_

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				
	<b>Honey Bees</b> Mon. & Tues. AM	33 months–4 years (Age 3 by Jan. 1 <sup>st</sup> )	8:45am – 11:30am	\$265/month
	<b>Fireflies</b> Wed., Thurs. & Fri. AM	3.5–5 years (Age 4 by Mar. 1 <sup>st</sup> )	8:45am – 11:30am	\$375/month
	<b>Young Da Vincis (STEAM)</b> Wed., Thurs. & Fri. PM	3.5–5 years	12:45pm – 3:30pm	\$325/month
	<b>Adventurers</b> Monday-Friday <i>Lunch Bunch</i> & M-F PM class	3.5–5 years	11:30am – 3:30pm	\$530/month

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

FULL DAY Classes				
	<b>Little Explorers</b> (MT Full Day): includes <i>Lunch Bunch</i>	33 months–4 years (Age 3 by Jan. 1 <sup>st</sup> )	8:45am – 3:30pm	\$395/month
	<b>Explorers</b> (WThF Full Day): includes <i>Fireflies, Lunch Bunch &amp; Young Da Vincis</i>	3.5–5 years (Age 4 by Mar. 1 <sup>st</sup> )	8:45am – 3:30pm	\$645/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):

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

*New families only:* how did you hear about us? \_\_\_\_\_

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## 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 July 1, 2024 from the ACH account on file. If registering after July 1, the fee will be due at the time of registration. The facilities maintenance fee is non-refundable after July 1<sup>st</sup>.

## SNACK & SUPPLIES FEE

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 for the year. Supplies fee is \$25. The fees will be automatically withdrawn on Aug. 1, 2024 from the ACH account on file. If registering after Aug. 1, fees will be due at the time of registration. The snack and supplies fees are 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 2025 tuition payment. Tuition will be withdrawn the first business day of each month September-April.** Two months (60 days) 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 60 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 2024-2025 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 2024-2025 Extended Day Form. Valley Preschool's Extended Day Program is available M-F from 3:30-4:30pm. Cost: \$60 per day/month. For example, if a child will be in Extended Day program on Mondays only, the cost would be \$60; 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, 2024 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 1st, two month's (60 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 60 days prior to the start of the next month, will not be charged or owed.** Families are asked to view enrollment as a *nine month* commitment.

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