



# Roots and Wings Community Preschool

## Preschool Program Registration

2017-2018  
School Year



A United Way Agency





## 2017-2018 Preschool



"There are only two lasting bequests that we can leave to our children; One is roots, the other wings" - Hodding Carter

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Please read the following pages over carefully to avoid any misunderstanding. The registration form is the last page of this packet.

When completing the **registration form please make two (2) choices**. We cannot guarantee which session your child will be placed in. Some sessions tend to fill more quickly than others. We will do our absolute best to give you your first choice.

### **Preschool Program Hours:**

Sessions for the AM preschool program are Monday thru Friday with class beginning at 8:30AM and ending at 11:30AM. Sessions for the PM preschool program are Monday thru Thursday with class beginning at 1:00PM and ending at 4:00PM. You can choose if your child(ren) will attend AM or PM and on which days with a minimum of 2 days.

### **Extended Care:**

Extended care allows families enrolled in AM preschool to extend the day with an enriched child care program. Care can be extended to 2:30PM on days your student is enrolled in preschool Monday through Thursday only. Extended care is offered on a pre-contracted basis and billed in advance for the upcoming month. Families can choose to add extended care to their preschool enrollment at any time **as long as space allows**. Making changes, withdrawing from enrolled extended care and or reducing extended care days, separate from preschool enrollment changes, will be subject to a change fee. Any changes to preschool enrollment that result in extended care enrollment will NOT incur additional fees.

Students attending extended care will be responsible for bringing a lunch and snack to eat while attending extended care. For an additional fee, snacks or a lunch can be provided to your child(ren). Students will have a rest period after lunch. Students that fall asleep during the rest period will be allowed to sleep until they naturally wake up, while those still awake after the rest period will be able to play following the rest period.

### **Early Drop-Off/Late Pick-Up:**

Early Drop-Off **OR** Late Pick-Up is only available for AM session children for \$10 per instance/per day when arranged in advance on a minimum 24 hour notice, and \$15 per instance/per day when same day notice is provided. Families can have a non-contracted extended care day, as long as space and staffing allow, for \$45 per non-contracted day. This requires 24 hours (1 business day) notice and staff approval.

Early drop-off for AM session is any time between 7:30AM to 8:25AM. Late pick-up for AM session is any time between 11:35AM to 12:30PM. Extended care late pick-up is any time between 2:35PM and 3:30PM. We do not offer early drop-off or late pick-up for PM preschool sessions, however, if you have a need ask the Director if we can possibly accommodate.

We require students with preschool late pick-up to come with a lunch and an additional snack.

### **Tuition Assistance:**

The number of available tuition assistance spots is directly related to funding secured by private donors or grants received. Our tuition assistance program is designed to provide subsidies to the limit of our available resources with the most equitable allocation of benefits possible among the applicants. Applications and assistance are managed on a strictly confidential basis. A tuition assistance application must be filled out separately in order to see if you qualify and for how much. Funds received each year will determine how many days a child may attend on the tuition assistance. Tuition assistance is applied on a first come first serve basis for registered students and is processed as soon as tuition assistance funds are secured for distribution.

### **Registration Fee:**

The registration fee, effective for the 2017-2018 school year, is **\$110.00 per student, payable at the time you register your child(ren) and is non-refundable.** The registration fee secures your child's enrollment. For those students applying for tuition assistance, the registration fee will be subsidized at the qualified rate and is due within 5 business days of your notice of tuition assistance eligibility.

### **Program Rates:**

**Tuition rates for AM or PM sessions for the 2017-2018 school year are as follows:**  
(prices listed do not include Extended Care)

<b># of Sessions per week</b>	<b>Yearly Cost</b>	<b>Monthly Installment</b>
2	\$2,070.00	\$230.00
3	\$3,105.00	\$345.00
4	\$4,140.00	\$460.00
5	\$5,175.00	\$575.00

Tuition, which is our greatest source of revenue, must be sufficient to ensure that Roots and Wings can offer salaries that attract and retain the teachers of our children and cover all taxes and overhead, such as rent and insurance. Tuition for the school year will be distributed evenly over a nine-month period and is due by the 1<sup>st</sup> day of every month. **The monthly installment is payment toward the yearly cost.** There is no reduction of tuition due to illness, absences, or days school is closed. Any payment received after the due date will be considered late and will be subject to late fees. Students enrolling mid-year will pay a pro-rated yearly cost determined at time of enrollment.

**Extended Care rates per month for the 2017-2018 school year are as follows:**

# of Sessions per week	2:30pm Pick-Up
2	\$140.00
3	\$210.00
4	\$280.00
5	\$350.00

**Lunch rates per month for the 2017-2018 school year are as follows:**

# of Sessions per week	Monthly Cost
2	\$30.00
3	\$45.00
4	\$60.00
5	\$75.00

Lunch is prepaid for the month. Students that attend Late Pick-Up or Extended Care without a lunch and that have not prepaid for the month will be charged \$5 per meal, \$2 per snack.

By registering, you agree to pay the yearly cost of the program as outlined in this document upon receipt of your enrollment being confirmed by Roots and Wings in written notification. At such time a placement in the program will be held for your student. If your request, as submitted in the registration form, cannot be met, Roots and Wings agrees to return your registration fee and release you of any commitment to yearly tuition costs. Enrollment forms will be sent to registered, confirmed placed students mid-August with notice of important dates, such as when the open house will take place and when the enrollment forms must be returned.

Failure to complete required enrollment forms or attend the program after acceptance to the program will NOT relinquish you from this commitment. If you should need to change your enrollment after receiving your confirmation, contact the office immediately.

### **Payments:**

Payments may be made by cash, check, money order or bank auto withdraw (ACH). All tuition, extended care and other program fees are billed on a monthly installment plan equal to your annual tuition and contracted extended care costs, plus any additional costs incurred in the prior billing period. **Payments must be received by Roots and Wings on the 1<sup>st</sup> of every month regardless of weekends and holidays.** It is your sole responsibility to deliver payments in a timely manner. Payments may be dropped in the payment drop box on site during open hours, mailed to school in advance, or delivered via your bank bill pay option. Keep in mind the ACH can take up to 7 days to complete. You may be charged a late fee if payment is not received by the 1<sup>st</sup>. An invoice will be

provided in advance of the due date that reflects all charges for the billing period. If you have any questions regarding the charges on your invoice speak to the Director immediately.

## **Enrollment or Extended Care Changes**

If it becomes necessary to change your enrolled student's schedule for preschool and or extended care, by changing days of attendance and or reducing days attending, after October 31, 2017 a **\$15 change fee will be incurred for each requested change per student**. Families may make ONE schedule change on or before October 31, 2017 without incurring a charge. There is no change fee when adding additional days. Roots and Wings will accommodate all changes **as space allows**.

## **NSF (Non-sufficient funds) checks:**

Any check returned as NSF will incur a \$15.00 NSF fee. Roots and Wings will notify families as soon as payment is recognized as NSF. NSF payments will have 5 business days from notice to be corrected. If not corrected after the 5th business day, all applicable late fees will be applied and account may result in a delinquent status.

## **Family Involvement Requirements:**

Roots and Wings Community Preschool thrives from family participation in the program.

Opportunities to participate include Family Workshops, which are offered throughout the school year. These are amazing events full of information and resources for families with young children. Family members are encouraged to attend as many as possible in a school year.

There are also opportunities to participate by volunteering, which include playground upkeep, classroom material preparation, and contributing to our wall of "Helping Hands" for needed supplies and materials. Families may also volunteer in the classroom, but are required to be registered in the [Online Central Background Registry](#) and attend a classroom volunteer orientation.

## **Withdrawal from School:**

We understand that there are reasons that families may need to withdraw early from the program. **Notice of intent to withdraw should be provided as soon as possible along with an early withdraw fee of \$100 and payment to reconcile any account open balances**. Families are asked to provide **30-days or more notice of intent to withdraw**. This allows for Roots and Wings to fill any opening that will be made available by the early withdrawal of a student. We will make every effort to fill an opening. If the upcoming vacancy is filled prior to the student departing the early withdraw fee will be credited back to the family.

**Roots and Wings Community Preschool**  
**Registration Form for**  
**2017 - 2018 School Year**

Child's Name \_\_\_\_\_ Age \_\_\_\_\_ Birth Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Email \_\_\_\_\_ Phone# \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Email \_\_\_\_\_ Phone# \_\_\_\_\_

Home Address \_\_\_\_\_

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

Circle the options you would like your child to attend with a minimum of 2 Sessions

Choice #1	Choice #2
Preschool: AM      PM Days: Mon.   Tues.   Wed.   Thurs.   Fri.*	Preschool: AM      PM Days: Mon.   Tues.   Wed.   Thurs.   Fri.*
Extended Care:**    Yes    No	Extended Care:**    Yes    No

\* Not available for PM Preschool    \*\*Only available for AM Preschool

**I (We) have read the information provided in this registration packet for enrollment in Roots and Wings Community Preschool. I (We) accept and understand this information and agree to the registration fee, tuition costs, and all fees as described in this document.**

Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_

Signed: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_

Signed: \_\_\_\_\_

--- OFFICE USE ONLY ---						
Registration Amount Paid: _____			Date Received: _____			
Payment Method: _____			Reference #: _____			
Student Placement: (circle all that apply)			Preschool:    AM    PM			
Sessions:	MON	TUE	WED	THUR	FRI	Total # of sessions: _____
Extended Care:	MON	TUE	WED	THUR	FRI	Add-on Options:    Early Drop-Off    Late Pick-Up
Tuition Assistance Qualified:	Yes	No	Tuition Assistance Percentage: _____		Classification: _____	
Registration Canceled:	_____		Date: _____	Reason: _____		