

2009 – 2010 APPLICATION FOR REGISTRATION

651-439-8850

www.valleypreschool.org



*An environment of discovery
for young children*

APPLICATION INFORMATION (Please print)

Child's full name _____

Birth date _____ Sex _____

Home address _____

Telephone: _____ Email 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 ages 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 _____

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.

_____ 3-4 year old class	Mon/Tues	9 – 11:30 am	Child must be 33 months to attend	\$130/month (Includes refundable \$5 maintenance fee)*
_____ 3-4 year old class	Mon/Tues	12:30 – 3:00 pm	Child must be 33 months to attend	\$130/month (Includes refundable \$5 maintenance fee)*
_____ Pre-K class with extended day	Wed/Thurs/Fri	Wed (8:45-1:45 pm), Thurs & Fri (8:45-11:45 am)	Child must plan to attend K the following year.	\$205/month (Includes refundable \$5 maintenance fee)*

*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.

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 sent by mail to the child's home address provided above.

Signature of parent or guardian

Date



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Please detach this sheet and retain for your records

2009-2010 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 1st.** Please use separate checks for the registration fee and the first tuition payment. The second payment is due September 1st and subsequent payments are due on the first day of each month. Tuition rates are as follows:

3-4 year old class	Mon/Tues	9:00 – 11:30 am	Child must be 33 months to attend	\$130/month (Includes refundable \$5 maintenance fee)*
3-4 year old class	Mon/Tues	12:30 – 3:00 pm	Child must be 33 months to attend	\$130/month (Includes refundable \$5 maintenance fee)*
Pre-K class with extended day	Wed/Thurs/Fri	Wed (8:45-1:45 pm), Thurs & Fri (8:45-11:45 am)	Child must plan to attend K the following year	\$205/month (Includes refundable \$5 maintenance fee)*

* 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.

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.

Registration and Tuition Record

	Check #	Amount
Registration Fee	_____	_____
First payment (due with registration)	_____	_____
Second payment (due September 1)	_____	_____
Third payment (due October 1)	_____	_____
Fourth payment (due November 1)	_____	_____
Fifth payment (due December 1)	_____	_____
Sixth payment (due January 1)	_____	_____
Seventh payment (due February 1)	_____	_____
Eighth payment (due March 1)	_____	_____
Ninth payment (due April 1)	_____	_____

[over]

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 1st.

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.

Teachers will have a list of tasks that can be done at school or home. In addition, "work days" will be planned 3 or 4 times per year to tackle some of the larger jobs like window washing, painting, and yard maintenance. Please talk to teachers or board members if you have questions regarding this policy.