

# 2010 – 2011 APPLICATION FOR REGISTRATION

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

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 will receive a 5% discount for tuition.

_____ 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)*
_____ Multi-age class with Pre-K emphasis	Mon/Tues/Thur/Fri	12:30 – 3:00 pm	Child must be 3 ½ years to attend	\$205/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 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 will receive a 5% discount for tuition. 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)*
Multi-age class with Pre-K emphasis**	Mon/Tues/Thur /Fri	12:30 – 3:00 pm	Child must be 3 ½ years to attend	\$205/month (Includes refundable \$5 maintenance fee)*
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\* 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.

\*\*The Pre-K emphasis of this class will include a 45 minute period of time each day where the class is split into two small groups to focus on developmentally appropriate activities and skills for that age group. The groups will be divided between those attending kindergarten the following year and those attending an additional year of preschool.

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 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.

Valley Preschool's Volunteer Coordinator 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.

## **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.

Our Monday and Tuesday morning class offers an introduction to preschool. This class is designed for those who have had little or no prior 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.

Our Monday, Tuesday, Thursday, and Friday afternoon 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. Children can attend this class if they are 3.5 years or older by September 1<sup>st</sup>.

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.