



Registration Details 2018-19

Registration for Current Enrollment, Siblings, and Church Family:

Registration for the 2018-19 school year for our current enrollment and church family will be held on Monday, January 29th, 2018, 8:00 AM – 11:00 AM in the Big Room. If you plan to register your child, please bring your completed form and your non-refundable, non-transferable registration fee (cash, check, debit/credit card) with you to registration on 1/29/18. Any registration forms received on or before January 29th by way of mail, delivery or book bag will be held until after the in-house registration has concluded on 1/29/18. Please be aware that your attendance at registration does not guarantee your child's enrollment. Applications are received on a first-come basis, and many of our class rolls (especially for older age classes) will fill early. If you have a specific class choice for your child, your attendance and timeliness are strongly recommended. Once a class roll is full, a waiting list for that class will be established.

Registration for Students/Families New to Weekday:

We will be accepting applications for students/families that are new to Weekday as soon as we return from the Christmas holiday (1/4/18). These applications will be held in the order for which they are received until Monday, 2/5/18 to allow us to complete our registration process for our current enrollment and church family. On Monday, 2/5/18, we will begin to place new students in the remaining class openings.

School Tours:

Tours are available each week by appointment. To schedule a tour appointment, please call 770-945-8681 or email Jill Garrison at jill@sugarhillchurch.com.

2018-19 Weekday Preschool Classes:

Toddlers:	Days Attending	Tuition/Month
15 – 23 Months (2 day)	Tuesday/Thursday	\$200
15 – 23 Months (2 day)	Monday/Wednesday	\$200
2-Year Olds:	Days Attending	Tuition/Month
(2 day)	Tuesday/Thursday	\$200
(3 day)	Monday/Wednesday/Friday	\$225
(4 day)	Monday – Thursday	\$250
3-Year Olds:	Days Attending	Tuition/Month
(2 day)	Tuesday/Thursday	\$200
(3 day)	Tuesday/Thursday/Friday	\$225
(3 day)	Monday/Wednesday/Friday	\$225
(4 day)	Monday – Thursday	\$250
(5 day)	Monday – Friday	\$275
4/Young 5-Year Olds:	Days Attending	Tuition/Month
Pre-K (3 – 5 day flex) <i>See reverse side for details.</i>	M/W/F, M-Th, or M-F	\$225, \$250, \$275
Pre-K (4 day)	Monday – Thursday	\$250
Pre-K (5 day)	Monday – Friday	\$275
Transitional Kindergarten/TK* (5 day) <i>*Accelerated PreK curriculum for Young 5's. Teacher recommendation form required for registration.</i>	Monday – Friday	\$275

Attached is a blank registration form for 2018-19 for your convenience. Additional forms can be downloaded from our website (<http://www.sugarhill.church/weekday-preschool/>).

Please Note:

- All classes attend 9:00 AM – 1:00 PM.
- A child must be the age of the class as of **September 1, 2018** to be eligible for that class.
- A non-refundable, non-transferable registration fee (equivalent to one month's tuition) must accompany application.
- Parents will be responsible for providing certain school supplies (as indicated on a school issued list) before preschool begins in September.
- A current immunization form must be provided by **August 1, 2018** (or at the time of registration if after August 1, 2018).
- Children attending 3-year and older classes are to be toilet trained.
- Children enrolled in toddler classes (ages 15 to 23 months are only eligible for one rotation – no more than 8 hours per week).

Tuition Payment Schedule:

The first tuition payment for all classes will be due by **July 1, 2018**. The July payment must be received to confirm and guarantee your child's enrollment for the beginning of school in September. The remaining tuition payments are due on the 1st of the following months: September, October, November, December, January, February, March and April. Tuition payments can be made by cash, check, or online with a debit/credit card. Automatic monthly payments are available and can be set up through our Weekday Administrative Office. **All registration fees and tuition payments are non-refundable and non-transferable at the time of receipt. We cannot make exceptions to this policy.**

3/5-Day Flex 4's Class

This class is available only for children who are 4-years old by September 1st, 2018. The 3/5-day flex class allows parents to choose a flexible schedule or to group friends together, who attend on different schedules. All children are expected to attend on Mondays, Wednesdays, and Fridays weekly. Some children in the class may attend an additional day or all five days, as per the parents' designated attendance schedule. The tuition for the class will be determined by the schedule chosen by the parent at the time of registration, and altered if a parent makes arrangements with the Weekday Registrar to change their child's attendance schedule. The details for the class are as follows:

- Introduction of all new curriculum concepts will happen on M/W/F.
- Tuesdays and Thursdays will be used to reinforce curriculum already introduced.
- If a 3-day (or 4-day) parent wants to send child an additional day at any time, they have that opportunity for an additional fee of \$10, which will be applied to child's tuition account.
- If at any time a parent wants to change their child's base attendance schedule, they have that opportunity by contacting Admin Office. We ask that any permanent schedule changes be communicated prior to the 1st of a new month, so the new tuition amount can be applied at the beginning of new billing cycle.
- If choosing to move to a 4-day schedule, parents can decide which weekday (Tuesday or Thursday) to add to the M/W/F schedule. For administrative records, an additional fee will not be applied when attending on that schedule. However, if attending the non-scheduled day, the \$10 fee would be applied.
- Monday holidays – Parents have opportunity to send child on the following Tuesday of that calendar week for no additional fee. All students are invited to attend Tuesday and Wednesday of first week of school due to Labor Day holiday.
- Friday holidays – Parents have opportunity to send child on preceding Thursday of that calendar week for no additional fee.
- If any inclement weather or emergency closures, child can attend following day (if only one day) for no additional fee. For two or more days, notification about makeup options will be sent to parents.
- School closure makeup days cannot be held for future calendar dates; offer to makeup day without additional fees will be an option for that calendar week only.
- Any absentee days that are not related to holidays or school closures are not eligible for makeup without additional fees.

For more information about our 3/5-Day Flex 4's Class, please contact our Weekday Administrative Office.

Be Sure to Mark Your Calendar REGISTRATION 2018-19

Current Enrollment / Church Family

Monday, January 29, 2018

8:00 AM – 11:00 AM

The Big Room

New Students

Monday, February 5, 2018

Applications received and held in order starting on January 4th

**For additional copies of this information and/or blank registration forms,
visit our website at <http://www.sugarhill.church/weekday-preschool/>**