



## Registration Details 2019-20

### Registration for Current Enrollment, Siblings, and Church Family:

Registration for the 2019-20 school year for our current enrollment and church family will be held on Monday, January 28<sup>th</sup>, 2019, 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 1/28/19. **Please note:** A card processing fee will be assessed for any credit/debit card payments. Any registration forms received on or before January 28<sup>th</sup> by way of mail, delivery or book bag will be held until after the in-house registration has concluded on 1/28/19. Please be aware that your attendance at registration does not guarantee your child's enrollment. Also, you may ask another family member, friend or parent to register for you. 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 beginning 1/3/19. These applications will be held in the order for which they are received until Monday, 2/4/19 to allow us to complete our registration process for our current enrollment and church family. On Monday, 2/4/19, we will begin to place new students in the remaining class openings, and any registration fees retained will be deposited once registration has been confirmed.

### School Tours:

Tours are available by appointment. To schedule a tour appointment, please call 770-945-8681 or email [jill@sugarhillchurch.com](mailto:jill@sugarhillchurch.com).

### 2019-20 Weekday Preschool Classes:

| <b>Toddlers:</b>  | <b>Days Attending</b>              | <b>Tuition/Month</b> |
|---|------------------------------------|----------------------|
| 15 – 23 Months (2 day)  | Tuesday/Thursday                   | \$210                |
| 15 – 23 Months (2 day)  | Monday/Wednesday                   | \$210                |
| <b>2-Year Olds:</b>   | <b>Days Attending</b>              | <b>Tuition/Month</b> |
| (2 day)   | Tuesday/Thursday                   | \$210                |
| (3 day)   | Monday/Wednesday/Friday            | \$235                |
| (4 day)   | Monday – Thursday                  | \$260                |
| <b>3-Year Olds:</b>   | <b>Days Attending</b>              | <b>Tuition/Month</b> |
| (2 day)   | Tuesday/Thursday                   | \$210                |
| (3 day)   | Tuesday/Thursday/Friday            | \$235                |
| (3 day)   | Monday/Wednesday/Friday            | \$235                |
| (4 day)   | Monday – Thursday                  | \$260                |
| (5 day)   | Monday – Friday                    | \$285                |
| <b>4/Young 5-Year Olds:</b>   | <b>Days Attending</b>              | <b>Tuition/Month</b> |
| Pre-K (3 – 5 day flex)<br><i>See reverse side for details.</i>  | M/W/F, M/T/W/F, M/W/Th/F<br>or M-F | \$235, \$260, \$285  |
| Pre-K (4 day)   | Monday – Thursday                  | \$260                |
| Pre-K (5 day)   | Monday – Friday                    | \$285                |
| Transitional Kindergarten/TK* (5 day)   | Monday – Friday                    | \$285                |
| <i>*Accelerated PreK curriculum for Young 5's.<br/>Teacher recommendation form required for registration.</i> |                                    |                      |

Attached is a blank registration form for 2019-20 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, 2019** 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, 2019** (or at the time of registration if after August 1, 2019).
- 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, 2019**. 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 1<sup>st</sup> 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 1<sup>st</sup>, 2019. 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 2019-20**

### **Current Enrollment / Church Family**

Monday, January 28, 2019

8:00 AM – 11:00 AM

The Big Room

***Please park in side lot and enter from brick door side entry to receive registration # ticket.***

### **New Students**

Monday, February 4, 2019

Applications received and held in order starting on January 3<sup>rd</sup>

**A \$25 referral bonus will be applied to the tuition account of any currently enrolled family referring any new family to Sugar Hill Church Weekday.** This cannot be retroactive and is assessed only at the time of registration of any first-time family denoting referral on registration form.

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



Child's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name for Classroom Use \_\_\_\_\_ Gender (please circle): Male Female

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

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Subdivision \_\_\_\_\_

Father/Guardian's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Father's E-Mail \_\_\_\_\_ Work Phone \_\_\_\_\_

Father's Employer \_\_\_\_\_

Mother/Guardian's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mother's E-Mail \_\_\_\_\_ Work Phone \_\_\_\_\_

Mother's Employer \_\_\_\_\_

Parents' Marital Status \_\_\_\_\_ Do both parents have custody rights? \_\_\_\_\_

Family's Church (if applicable) \_\_\_\_\_ Denomination/Religion \_\_\_\_\_

Cultural Background \_\_\_\_\_ Primary Language \_\_\_\_\_

Has child attended preschool in the past? Yes / No If yes, where? \_\_\_\_\_

If Sugar Hill Church, who was your child's teacher in 2018-19? \_\_\_\_\_

Does your child have any allergies? Yes / No Does he/she require an epipen? Yes / No

List Allergies: \_\_\_\_\_

Does your child have any other medical conditions, hearing/vision loss, speech delays or developmental delays? Yes / No

If yes, please explain: \_\_\_\_\_

Does/will your child receive developmental services from Babies Can't Wait, Gwinnett County Schools, and/or other public or private services for physical, occupational, behavioral, speech, and/or other delays? Yes / No If yes, please explain: \_\_\_\_\_

**Weekday is not equipped to accommodate all delays and/or special needs, in consideration of the safety, support, and continuing development of each child within our program. Each child will be considered for enrollment on an individual basis.**

How did you hear about our preschool? \_\_\_\_\_

**2019-20 Class Selection:**

- 15 – 23 Month Old (T/Th), \$210 \_\_\_\_\_
- 15 – 23 Month Old (M/W), \$210 \_\_\_\_\_
- 2-Year Old, 2-Day (T/Th), \$210 \_\_\_\_\_
- 2-Year Old, 3-Day (M/W/F), \$235 \_\_\_\_\_
- 2-Year Old, 4-Day (M – Th), \$260 \_\_\_\_\_
- 3-Year Old, 2-Day (T/Th), \$210 \_\_\_\_\_
- 3-Year Old, 3-Day (M/W/F), \$235 \_\_\_\_\_
- 3-Year Old, 3-Day (T/Th/F), \$235 \_\_\_\_\_
- 3-Year Old, 4-Day (M – Th), \$260 \_\_\_\_\_
- 3-Year Old, 5-Day (M – F), \$285 \_\_\_\_\_
- 4-Year Old, 3-5 Day Flex, \$235-\$285 \_\_\_\_\_
- 4-Year Old, 4-Day (M – Th), \$260 \_\_\_\_\_
- 4-Year Old, 5-Day (M – F), \$285 \_\_\_\_\_
- Young 5's/TK, 5-Day (M – F), \$285 \_\_\_\_\_

**Please Note:**

- All classes attend 9:00 AM – 1:00 PM.
- A child must be the age of the class as of September 1, 2019 to be eligible for that class.
- Children enrolled in toddler classes (ages 15 to 23 months are only eligible for one rotation – no more than 8 hours per week).
- 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, 2019 (or at the time of registration if after August 1, 2019).
- Children attending 3-year and older classes are to be toilet trained.

Please complete additional information on reverse side.

## Parent Agreement *(Please Initial and Sign Below)*

\_\_\_\_\_ I wish to enroll my child, \_\_\_\_\_ at Sugar Hill Church Weekday Preschool for the 2019-  
*Parent* 20 school year. I understand that any/all registration fees are **without exception non-refundable and non-transferable at the time**  
*Initials* **of receipt**, and these fees do not apply to any month's tuition. I also agree to make nine additional tuition payments for the amount  
 provided on the front of the form for the registered class on the 1<sup>st</sup> day of the following months: July, September, October, November,  
 December, January, February, March, and April. Tuition is considered past due if received after the 15<sup>th</sup> day of the month for which it  
 is due. I understand that a late fee of \$20 will be added to my child's tuition account for any payments not received by the 15<sup>th</sup> day of  
 the month due. If my tuition account becomes two months past due at any time, I understand that my child will be withdrawn from  
 enrollment. All tuition payments are **without exception non-refundable and non-transferable at the time of receipt**. I understand  
 the July 1<sup>st</sup> tuition payment confirms and guarantees my child's enrollment for the beginning of school in September, and that it is  
**without exception non-refundable and non-transferable at the time of receipt**. Without receipt of this payment by July 1, 2019,  
 the Weekday Preschool has the right to relinquish my child's spot to another applicant. I understand if I must withdraw my child from  
 the Weekday Preschool that one month's notice is required and the July tuition payment will be applied to my last month's tuition. If I  
 have not yet made the July payment due to late enrollment, I understand that I will be responsible for paying the last month's tuition  
 payment if I do not provide one month's notice.

\_\_\_\_\_ I understand that I will be charged a late fee (\$1 per minute) if I pick up my child later than 15 minutes after his/her dismissal time (1:00  
*Parent* PM). I also understand that I will be responsible for paying the bank charges as well as a \$30 fee for any checks returned by the bank  
*Initials* for any reason. If a second check is returned, all future payments must be made in cash, by money order, or online with a debit or  
 credit card. I understand that Sugar Hill Church Weekday Preschool reserves the right to withdraw a student from enrollment and/or to  
 change classes offered at any time for any reason.

\_\_\_\_\_ It is mutually agreed that in the event of an accident or illness of my child while in the care of Sugar Hill Church Weekday Preschool,  
*Parent* the Weekday Preschool shall use its best efforts to contact the parent(s) immediately. When the parent(s) cannot be immediately  
*Initials* reached, the Weekday Preschool will use its best efforts to contact the emergency contacts provided in the order listed on the child's  
 clinic card. In the event the parents and the emergency contacts are not immediately available, the Weekday Preschool is authorized  
 to secure such care as the situation may reasonably warrant.

\_\_\_\_\_ I attest that I am the aforementioned child's parent/legal guardian and that I have legal custody rights to make decisions on behalf of  
*Parent* this child, and as such I agree that where Sugar Hill Church Weekday Preschool has acted in good faith to comply with an accident  
*Initials* and/or illness procedure, it shall not be liable for any accident and/or illness to this child, any and all liability as might otherwise exist  
 being expressly waived by the parent/legal guardian.

\_\_\_\_\_ Sugar Hill Church Weekday Preschool, as an educational program offering preschool for ages two (2) through six (6) years of age and  
*Parent* Mother's Morning Out for toddlers (attending no more than 8 hours/week), qualifies for an exemption from state licensure (as per  
*Initials* Bright from the Start Rule 591-1-1-.46). As a parent of a student attending Sugar Hill Church Weekday Preschool, I acknowledge that I  
 have been advised that Sugar Hill Church Weekday Preschool is not licensed and is not required to be licensed by the state as per the  
 exemption rules with Bright from the Start (Rule 591-1-1-.46). By signing, I acknowledge that I am also aware that Sugar Hill Church  
 carries liability insurance for the Weekday Preschool.

\_\_\_\_\_ I also agree to read and abide by all of the policies in the parent handbook, which is to be provided by Sugar Hill Church Weekday  
*Parent* Preschool. I grant permission for my child's name, our parent names, home address, phone number and email address to be included  
*Initials* on the class directory, which may be distributed to other parents in my child's class. I also give permission for my child to be  
 photographed or videoed, understanding that these photos/videos will be used for school purposes only, such photos/videos will not  
 be shared by representatives of Sugar Hill Church in public forums outside of Sugar Hill Church, and the identity of all children will be  
 kept private at all times.

By signing below, I hereby acknowledge my understanding and agreement to the aforementioned Parent Agreement.

Parent/Legal Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

### For Office Use Only

Reg Date \_\_\_\_\_ Registered Class \_\_\_\_\_

Reg Fee Due \$ \_\_\_\_\_ Payment Amt \$ \_\_\_\_\_ Tender \_\_\_\_\_

Adjustment/Reason \_\_\_\_\_

Sibling Combined Payment Amount \_\_\_\_\_

Sibling #1 \_\_\_\_\_ Registered Class \_\_\_\_\_

Discount Applied \$ \_\_\_\_\_ Monthly Payment Amount \$ \_\_\_\_\_

Sibling #2 \_\_\_\_\_ Registered Class \_\_\_\_\_

Discount Applied \$ \_\_\_\_\_ Monthly Payment Amount \$ \_\_\_\_\_

**July:**  
 Balance \_\_\_\_\_ Reason \_\_\_\_\_

Date Due \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Payment Amt \$ \_\_\_\_\_ Tender \_\_\_\_\_

Additional Notes \_\_\_\_\_