



Registration Details 2022-23

Registration for Current Enrollment, Siblings, and Church Family:

We will be registering for the 2022-23 school year for our current enrollment and church family online beginning Monday, January 24, 2022. Please be advised to be eligible to register for the next school year, your tuition account must be current. If you have a past due account, you will NOT be eligible for registration. If you have questions or concerns about your tuition account, please contact our Registrar, Sarah Aliaga (sarah@sugarhillchurch.com).

For the online registration process, you will be receiving an email in your @shcweekday email inbox with links for each class offering, and each link will become active at 7:30 AM the morning of 1/24/22. Each class link will only allow registration for the number of students allowed in that respective class and enrollment is received on a first-come, first-served basis. If you try to access a class link, but the maximum number of students have already been registered, you will receive a message that the class is full. If this happens, we strongly recommend registering for your secondary class choice and adding to the NOTES section on that class form a request to be waitlisted for the preferred class, which was full. For instance, if you wanted 5-day PreK, but it is full and you cannot access that form, we recommend registering for one of the Flex classes that allows your child to attend 5-days/week and add a note to request to be waitlisted for the 5-day class. All forms will be date and time stamped, and any necessary waitlists will be formed in the order received.

Please be sure to carefully select the class link for which you are wanting your child enrolled. SHC Weekday Preschool cannot be held responsible for any errors made by individuals choosing the wrong class link, which could lead to a preferred class option not being available at a later time. Changes to your child's class placement can be made later if there is availability in the desired class.

Your **non-refundable, non-transferable** registration fee must be submitted at the time of registration via credit or debit card. **Please note:** All tuition payments for the 2022-23 school year will be auto-drafted online, so parents will be responsible for providing an approved card for monthly drafting and update at any time changes are necessary.

An online child information form and EZ-EFT payment form is being sent to your family's SHC Weekday email address for completion and submission online through Adobe Sign. If you have multiple children attending SHC Weekday Preschool next year, please complete a separate form for each child attending. These completed online forms must be returned for your child(ren) by January 28, 2022 to retain any spot(s) reserved through online registration. **Forms can be returned prior to online registration on 1/24/22 but will not reserve a spot in any class without confirmation during the online registration process.**

Registration for Students/Families New to Weekday:

We are currently accepting applications for students/families that are new to Weekday, and these applications will be held in the order for which they are received until Monday, 1/31/22 to allow us to complete our registration process for our current enrollment and church family. On Monday, 1/31/22, we will begin to place new students in the remaining class openings.

School Tours:

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

Tuition Payment Schedule:

All tuition payments will be **auto-drafted** between the 1st and 5th day of the following scheduled months in the 2022-23 school year: July, October, November, December, January, February, March, April, and May. It is the parent/legal guardian's responsibility to provide a valid payment method for tuition auto-drafting and to make any changes as necessary. The parent will be held responsible for any fees incurred for late tuition or bank penalties incurred due to expired, inactive, or ineligible payment methods. **All registration fees and tuition payments are non-refundable and non-transferable at the time of receipt. We cannot make exceptions to this policy.**

Please Note:

- All classes attend 9:00 AM – 1:00 PM on their respective class schedule.
- A child must be the age of the class as of **September 1, 2022** to be eligible for enrollment in that class.
- A non-refundable, non-transferable registration fee (equivalent to one month's tuition) must be paid at the time of registration.
- An electronic or hard copy registration form and an EZ-EFT auto-drafting form must be submitted by Friday, January 28th to accompany and confirm the online registration process being offered to our current enrollment and church family on Monday, January 24th.

- Parents will be responsible for providing school supplies (as indicated on a school issued list) before preschool begins in September.
- A current immunization form or exemption must be provided by **August 1, 2022** (or at the time of registration if after August 1, 2022). This form must be received **PRIOR** to a child attending school and kept updated by the parent for the child to continue attending. If at any time a child's immunization form expires, the form will have to be updated prior to the child returning to school.
- A teacher recommendation is required for enrollment in a Transitional Kindergarten (Young 5's) class. Teachers provide recommendations and students are evaluated in January to finalize approval for TK registration. If your child is recommended for a TK class, your child's current teacher will reach out to make you aware of this opportunity. If you have interest in this program, we encourage you to contact your child's teacher ASAP and prior to registration. **DO NOT register online for TK without approval.** Any registrations received without the approved teacher recommendation will be removed, and parents will be contacted to select a different class option from any that are still available.
- Children attending 3-year and older classes are required to be toilet trained **PRIOR** to attending due to classrooms not having diaper changing stations and in compliance with our 2-adult rule for all classes. If a child is not toilet trained by his/her school start date, he/she will **NOT** be able to attend a 3-year or older class until trained. Parents will have the option of enrolling in a 2-year old class, if space is available, or deferring the child's start date until trained. However, to maintain enrollment in any class, the parent will be responsible for monthly tuition payments to reserve the child's spot.
- Children enrolled in toddler classes (ages 15 to 23 months are only eligible for one rotation – no more than 8 hours per week).
- Students with medical conditions and/or allergies that could necessitate the administering of medication during preschool hours must have a medication form completed and authorized by the child's doctor as well as the medication provided to the school nurse **PRIOR** to the child attending school. Please be advised that for the safety of our students, no child with a medical condition will be allowed to attend until all documentation and meds have been received by our school nurse.

2022-23 Weekday Preschool Classes:

Toddlers:	Days Attending	Tuition/Month
15 – 23 Months (2 day)	Monday/Wednesday	\$260
15 – 23 Months (2 day)	Tuesday/Thursday	\$260

2-Year Olds:	Days Attending	Tuition/Month
2-Day 2's	Tuesday/Thursday	\$260
3-Day 2's	Monday/Wednesday/Friday	\$285
4-Day 2's	Monday – Thursday	\$310
5-Day 2's	Monday – Friday	\$335

3-Year Olds:	Days Attending	Tuition/Month
2/3-Day Flex 3's *	Tuesday/Thursday or T/TH/F	2-Day \$260 or 3-Day \$285
3-Day 3's	Monday/Wednesday/Friday	\$285
4-Day 3's	Monday – Thursday	\$310
5-Day 3's	Monday – Friday	\$335

4/Young 5-Year Olds:	Days Attending	Tuition/Month
3/5-Day Flex Pre-K *	M/W/F, M/T/W/F, M/W/Th/F or M-F	3-Day \$285, 4-Day \$310, or 5-Day \$335
4-Day Pre-K	Monday – Thursday	\$310
5-Day Pre-K	Monday – Friday	\$335
Transitional Kindergarten/TK* (5-Day)	Monday – Friday	\$335
*Accelerated PreK curriculum for Young 5's. Teacher recommendation form required for registration.		

Flex Classes*

The 2/3-day 3's and 3/5-day PreK flex classes allow parents to choose a flexible schedule. Each flex class has a standard schedule with the option for additional regularly scheduled or routinely chosen days. The scheduled days and optional additional days for each class are as follows:

- 2/3-day 3's class: Standard schedule – Tuesday/Thursday; Optional – Friday;
- 3/5-day PreK class: Standard schedule – Monday/ Wednesdays/Friday; Optional – Tuesday and/or Thursday;

The tuition for the flex class will be determined by the schedule chosen by the parent at the time of registration and altered if a parent coordinates a change to their child's attendance schedule with the Weekday Registrar. The details for the Flex classes are as follows:

- Introduction of all new curriculum concepts will happen on standard scheduled days.

- Additional flex days 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 \$25, which will be applied to the 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 the Weekday Registrar. 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 add additional days to the 3/5-day PreK flex class 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 \$25 fee would be applied.

For more information about our Flex Classes, please contact our Weekday Administrative Office.

BE SURE TO SET A REMINDER FOR ONLINE REGISTRATION AT 7:30 AM ON MONDAY, JANUARY 24th, 2022.

THE ONLINE REGISTRATION LINKS WILL BE SENT TO YOUR SCHOOL EMAIL ADDRESS AND WILL BECOME ACTIVE EARLY THAT MORNING AND REMAIN OPEN THROUGH FRIDAY, JANUARY 28TH.

IF YOU NEED ANY ASSISTANCE WITH YOUR @SHCWEEKDAY.COM EMAIL, PLEASE CONTACT TIFFANY CASEY (TIFFANY@SUGARHILLCHURCH.COM) PRIOR TO REGISTRATION ON 1/24/22 TO ENSURE YOU ARE ABLE REGISTER.