

Promises

Preschool at TCPC

*Teaching & Cherishing
Preschool Children*

2011/2012

REGISTRATION PACKET

Registration Dates for the 2011/2012 School Year:

January 10th through 15th - Registration open to current students and their siblings

January 16th through 23rd- Registration open to members of Three Chopt Presbyterian Church, families currently on the preschool waiting list, and families with children who previously attended Promises Preschool

January 24th until filled- Registration open to the general public

PROMISES PRESCHOOL at TCPC
Three Chopt Presbyterian Church
9315 Three Chopt Road
Richmond, VA 23229

Dear Parents:

Thank you for your interest in Promises Preschool at TCPC. Our Preschool staff is dedicated to making your child's school experience a positive one. We offer a balanced program that includes play, creative art, outdoor and indoor recreation, conversation, storytime, experimentation and explorations, dramatic play, and group activities. Each class has age appropriate learning activities centered around weekly units and themes. Literacy skills are developed by providing a language rich environment with many opportunities to write. Students are challenged to explore ideas about patterns, order, predictability and logic to develop their foundations in mathematics. Our program also includes Christian education, as well as the AI's Pals Curriculum, which helps children learn how to get along with others, manage anger, use self-control, problem-solve, and make healthy choices. We emphasize sharing and cooperation with one another, and encourage each child to play and work well with others as well as independently.

Promises Preschool at TCPC is an Exempt Child Day Center in accordance with the Code of Virginia, Section 63.2-1716. We are regulated by the Virginia Department of Social Services and are in compliance with the standards set forth in the Code. This ensures you of our responsibility for the supervision, protection and well being of all children entering our preschool.

To register your child for our program, complete the attached registration form and contract and return them with your registration fee to the Preschool Office during office hours (Monday through Friday between 9:00 a.m. and 12:00 noon). A separate registration form and contract must be completed for each child. Registration forms are accepted on a first-come, first-served basis according to the schedule on the attached form. After your child is registered, a "back-to-school" information packet will be mailed to you in July. Included in that information packet are forms that must be completed and returned before your child begins school, in the fall. Below is a list of the required documentation:

- Certification of Immunization Form
- Authorization for Emergency Medical Care Form
- Family Information Form
- Rolling Library Form
- Permission to be Photographed Form
- Carpool Permission Form
- New students must show their original birth certificate or passport

We are very proud of Promises Preschool, our Promises Preschool Coordinating Council members, our staff, and our students. We would consider it both a privilege and an honor to have your child enrolled in our program. If you have questions or would like to schedule a tour of our facility, please call me at 965-0400. I look forward to hearing from you soon.

Grace and Peace,

Kerri Palmer, Director

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2011/2012

Promises Preschool is a ministry of Three Chopt Presbyterian Church that serves the needs of parents and their children ages 22 months through 5 years. Our preschool provides opportunities for all students to play, learn and develop socially, spiritually, physically and academically. We believe that a child's early years provide a foundation for growth and development that will have lifelong benefits.

DATES: School is in session from September 2011 to May 2012

TIME: All classes meet from 9:00 am until 12:00 noon

TUITION: 2 - Day Younger 2s Preschool Class: \$155.00/mo (\$1,395.00/yr)
2 - Day Older 2s Preschool Class: \$155.00/mo (\$1,395.00/yr)
2 - Day 3s Preschool Class: \$150.00/mo (\$1,350.00/yr)
3 - Day 3s Preschool Class: \$205.00/mo (\$1,845.00/yr)
4 - Day Pre-kindergarten Class: \$260.00/mo (\$2,340.00/yr)
5 - Day Pre-kindergarten Class: \$320.00/mo (\$2,880.00/yr)

REGISTRATION: Registration forms will be accepted from perspective students on a first-come, first-served basis according to the following schedule:

January 10th through 15th - Registration open to current students and their siblings

January 16th through 23rd - Registration open to members of Three Chopt Presbyterian Church, families currently on the preschool waiting list and families who had children previously enrolled at Promises

January 24th until filled - Registration open to the general public.

REGISTRATION FEES: Non-refundable registration fee is due upon registering your child: \$85.00 for first child, \$75.00 for second child, \$65.00 for third child

WAITING LIST: Once classes are filled, Promises Preschool will maintain a waiting list for families interested in any new vacancies. Should a slot open during the course of the year, we offer the slot to the first person on the waiting list. If they are interested, the slot is theirs. If not, we offer it to the second person on the waiting list, and so on. **There is a non-refundable \$25.00 fee to be placed on the waiting list. This fee will be applied to the registration fee should your child be enrolled at any time during the school year.**

STAFF: There is a Lead Teacher and a Teachers' Assistant in each classroom. Opportunities for parents to volunteer are available and encouraged. However, parent involvement in the classroom is not required.

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Three Chopt Presbyterian Church
9315 Three Chopt Road
Richmond, VA 23229
2011/2012 REGISTRATION FORM**

Child's Name: _____ Gender: _____ Birthdate: _____

Mother's Name: _____ Father's Name: _____

Home Address: _____

City, State, & Zip: _____ Home Phone: _____

e-mail address: _____

Place of Employment (Mother): _____ Work Phone: _____

Place of Employment (Father): _____ Work Phone: _____

How did you learn about Promises Preschool? _____

Please enroll my child in the following class:

___ 2-Day Younger 2s Preschool Class (T & W) must be 22 mo. by Sept. 30, 2011

___ 2-Day Older 2s Preschool Class (TH & F) must be 3 by March 30, 2012

___ 2-Day 3s Preschool Class (TH & F) must be 3 by Sept. 30, 2011

___ 3-Day 3s Preschool Class (M,T & W) must be 3 by Sept. 30, 2011

___ 4-Day Pre-kindergarten Class (M, T, W, TH) must be 4 by Sept. 30, 2011

___ 5-Day Pre-kindergarten Class (M through F) must be 4 by Sept. 30, 2011

A \$85.00 non-refundable registration fee must accompany this registration form (\$75.00/2nd child, \$65.00/3rd child). There is a \$25.00, non-refundable fee to be placed on the waiting list. This fee will be applied to your registration fee if you are enrolled at some point during the school year.

FOR OFFICE USE ONLY

Date Received: _____ Time Received: _____

Registration Fee Amount: _____ Check Number: _____

Admitted to Class: _____ Placed on Waiting List: _____

Contract Signed by Director and Returned: _____

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Three Chopt Presbyterian Church
9315 Three Chopt Road
Richmond, VA 23229**

CONTRACT

I hereby offer to enroll my child in Promises Preschool located at Three Chopt Presbyterian Church for 2011/2012 school year. I agree to pay a non-refundable registration fee of \$85.00 (\$75.00/2nd child, \$65.00/3rd child) in the event my child is accepted into the program. I understand that my tuition payments must be paid in full on the first of each month, with the September tuition payment due on August 1, 2011.

In the event I withdraw my child/children from the school for any reason, I understand that I will not be entitled to any refund for the sums previously paid. I understand that the school may, in its sole discretion, elect to refund a portion of said sums previously paid and waive future payments. I understand also that in no event shall such a refund and/or waiver be considered unless the school has been given thirty (30) days prior written notice of withdrawal. In the event I withdraw my child/children from the school for any reason other than physician recommendation or family relocation to another area, I will be required to complete payments through December 1st if the child is withdrawn during the first semester (September through January) and April 1st if the child is withdrawn during the second semester (February through May). I agree to make a minimum of four monthly tuition payments regardless of when or under what circumstances my child withdraws from the preschool.

In the event the school determines that it is not in the best interest of the child to attend the school, parents will be given two weeks written notice. The school, in its sole discretion, will determine the portion of the said sums previously paid that will be refunded.

If you accept this contract, please sign and complete the information below and return the original copy to: Kerri Palmer, Director, at the above address with your registration form and registration fee. A signed copy will be returned to you.

NAME OF CHILD (please print): _____

NAME OF PARENTS (please print): _____

PARENT SIGNATURE: _____ **DATE:** _____

PROMISES PRESCHOOL

ACCEPTED BY: _____ **DATE:** _____