

**St. Mark's Preschool
REGISTRATION FORM
2010-2011**

Mail completed form to: **St. Mark's Preschool
4780 E. 126th Street
Carmel, IN 46033**

preschool@stmarkscarmel.org
Barri Hicks 846-8941

Today's Date: _____
Child's Name: _____ Birthday: _____ Sex: _____
New students must attach a copy of their birth certificate. If no certificate is attached,
registration will not be processed.
Name child is to use, be recognized by and to be printed at school: _____
Address: _____ City: _____ Zip: _____
Home Phone: _____
May we list your phone number in our school directory? ____ Yes ____ No
Email address: _____
With whom does the child reside _____
Mother's name _____
Mother's work phone number _____ Cell phone number _____
Father's name: _____
Father's work phone number: _____ Cell phone number _____
Is this child currently enrolled at St. Mark's Preschool?
____ No ____ Yes Class name: _____
Is a sibling of this child currently enrolled in our programs? _____
Name of sibling attending St. Mark's: _____ Class: _____
Has a member of your family been enrolled in our program in the past? _____
Name of sibling: _____ Year and class sibling was in: _____
Are you members of St. Mark's United Methodist Church? _____
Has your child attended another preschool before? _____
Where: _____ When: _____

Please review the class offerings on the following page and list your preference below in order:

1. _____ 2. _____ 3. _____

The selection for current students and St. Mark's members will occur on January 21, 2010. New families' placement will follow on January 22, 2010. We will make every effort to accommodate your first choice.

2010-2011
Saint Mark's Preschool Classes

Class Name	Age by Sept 1	Days	Time	Monthly Tuition	
Kitten	2		Tues	9-11:15	\$55
Lamb **	2		Thur	9-11:15	\$55
Puppy	2		M/W	9-11:15	\$90
Heart	3		T/Th	9-11:15	\$90
Balloon *	3		M/W	9-1 (M) 9-11:15 (W)	\$115
Sunshine *	3		T/Th/Fri	9-11:15 (T/F) 9-1 (Th)	\$155
Rainbow	4		M/W/Th	9-11:15 (M/W) 9-1 (Th)	\$155
Moonbeam	4		M/W/F	12-2:15 (M/W) 9-1 (F)	\$155
Teddy Bear/ Pre K *	4		T/W/F	9-1 (T/W) 9-11:15 (F)	\$185

* *New/changed*

** *The Lamb class will be created if the Kitten class reaches capacity.*

The following descriptions may help to determine which class best fits your child. These are only guidelines that offer a developmental progression. This should not be the single deciding factor when registering for a class. All St. Mark's classes offer a loving, nurturing environment with interactive instruction promoting the fun of learning.

Class Descriptions

Two-Year Old Classes

Kitten and Lamb

- Experience separation from parents in a loving, safe environment
- Exposure to peers and the making of new friends
- Promote language development through listening, following simple directions and using words.
- Introduce self help skills
- Develop social skills including sharing, taking turns and respecting our friends
- Provide opportunities for large and fine motor skills (jumping, running, working puzzles etc.)
- Children are not required to be potty trained

Puppy

- Similar focus to the Kitten and Lamb Class with an extra day available

Three-Year Old Classes *

Heart

- Experience the creative mediums of art, music, poetry and literature
- Learn to play cooperatively by sharing, taking turns and showing respect for others
- Promote good listening skills
- Encourage self-help activities (zipping, snapping, bathroom needs, etc.)
- Familiarize children with crayons, pencils and scissors

Balloon

- Similar focus to Heart Class with extra time for enrichment opportunities on the extended day.

Sunshine

- Experience the creative mediums of art, music, poetry and literature
- Learn to play cooperatively by sharing, taking turns and showing respect for others
- Emphasize good listening skills (such as responding to simple two-step directions)
- Promote communication by using words to express wants and needs
- Engage in self-help activities (zipping, snapping, bathroom needs, etc.)
- Practice printing and cutting.

Four-Year-Old Classes *

Rainbow and Moonbeam

- Experience the creative mediums of art, music, poetry and literature
- Encourage children to express ideas verbally
- Learn social and academic skills through play and creative activities
- Promote independence in daily tasks
- Strengthen and refine gross and fine motor skills
- Build self-confidence and emotional well being by teaching mutual respect through cooperative play

Teddy Bear/Pre K

- Encourage children to express ideas verbally
- Develop attention span and listening skills necessary for academic learning
- Strengthen and refine gross and fine motor skills
- Emphasize cognitive skills needed for success in kindergarten
- Build self-confidence and emotional well being by teaching mutual respect through cooperative play
- Students must have at least one year of preschool experience

** Children in three, four and five year old classes must be potty trained prior to the start of school. (We understand accidents do occur.)*

FINANCIAL AGREEMENT

<u>Class</u>	<u>Per Year</u>	<u>Monthly</u>
Lamb	\$495	\$55
Kitten	\$495	\$55
Puppy	\$810	\$90
Heart	\$810	\$90
Balloon	\$1,035	\$115
Sunshine	\$1,395	\$155
Rainbow	\$1,395	\$155
Moonbeam	\$1,395	\$155
Teddy Bear	\$1,665	\$185

I am enclosing a **\$45.00 registration and supply fee**. If my child is a returning student, my registration fee is **\$35.00**. After the child is accepted into this program, I understand that this fee is non-refundable.

Upon my child's acceptance into the St. Mark's preschool program, I agree to pay the tuition in nine (9) equal installments.

<u>Payment #</u>	<u>Due Date</u>	<u>Payment #</u>	<u>Due Date</u>
1	May 3 (Installment for May 11')	6	Jan. 10
2	Sept. 10	7	Feb. 10
3	Oct. 10	8	Mar. 10
4	Nov. 10	9	Apr. 10
5	Dec. 10		

The first payment is due May 3, 2010. If payment is a problem, I will call to make other arrangements. (846-8941) **This payment is non-refundable.**

For students registering after May 1, 2010, the May tuition payment must be included with your registration and current month's payment..

I understand that all other tuition installments will be due on the tenth of each month. All installments post-marked after the 10th of the month will be assessed a late fee of \$5.00 unless previous arrangements have been made with the treasurer. If my payment and late fee are not received by the 20th day of the month, I understand that both are immediately due along with the next month's tuition installment. My child will be removed from the class roster and replaced by a child on the waiting list if I have not made the necessary payments. (Please note: all of the above late fees can be avoided by calling the treasurer **prior to the due date** to make alternate arrangements)

If I prefer, I may make the tuition payments in less than nine installments. Returned checks are subject to a \$20.00 fee.

I understand that if my child is absent during the year, no part of the tuition will be refunded. **If my child is to be withdrawn from school, I understand that two weeks written notice to the director is required.** Long-term illnesses may be given tuition consideration.

I understand that my child may not attend class until all of the appropriate forms are completed. These forms will include a physician's statement, waiver, medical update, emergency medical information and consent form, permission to participate in the program form, and family information form.

The physician's form will be sent to me upon acceptance into this program. All other forms I will pick up in August. I will turn in all forms no later than parent's night. If I am enrolling after parent's night, I will turn in all forms on my child's first day of school.

Date: _____ Signed: _____