

REGISTRATION CHECK LIST

NEW FAMILIES

To help you with the registration process, please find the checklist of all documents below needed to register your child for the 2012-13 school year.

OPEN REGISTRATION BEGINS JANUARY 31, 2012

- Completed 2012-13 Registration Form
- Signed Financial Agreement
- \$50.00 Registration Fee made payable to St. Mark's Preschool. A school bag will be provided by St. Mark's Preschool and distributed at the parent meeting in August. Each additional child in the family will have a reduced registration fee of \$10.00.
- Copy of Birth Certificate or date of birth verification form.

BY WEDNESDAY, FEBRUARY 29, 2012

- CLASS ASSIGNMENTS WILL BE MAILED.

FRIDAY, MAY 4, 2012

- Tuition payment of one month made payable to St. Mark's Preschool is due by May 4, 2012. Please write your child's name on the memo line. This tuition payment is non-refundable and will cover your final payment of the 2012-2013 school year. If your child is placed on the waiting list, we will not cash your check until a spot becomes available. Failure to submit this payment by May 4, 2012 will forfeit your child's placement in the class. Please contact the office with any special circumstances.

WEDNESDAY, AUGUST 22, 2012 (7:00 PM)

- PARENT NIGHT-PARENTS ONLY, NO CHILDCARE

2012-13 REGISTRATION FORM

NEW STUDENTS:

A COPY OF THE CHILD'S BIRTH CERTIFICATE OR HOSPITAL BIRTH CONFIRMATION LETTER MUST BE ATTACHED TO THIS REGISTRATION APPLICATION.

PLEASE PRINT:

Child's Name: _____ Birthday: _____ Sex: M F

Name to be printed on all school material: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Email Address: _____

May we publish your information in our school directory: Yes No

Mother's Name: _____ Cell Phone: _____ Work Phone: _____

Father's Name: _____ Cell Phone: _____ Work Phone: _____

Is child currently enrolled at St. Mark's Preschool? Yes No Class Name: _____

Is a sibling of this child currently enrolled in our program? Yes No

Name of sibling _____

Has a member of your family been enrolled in our program in the past? Yes No

Name of sibling: _____ Year & Class: _____

Are you a member of St. Mark's United Methodist Church? Yes No

Has your child attended another preschool program? Yes No

If yes, When: _____ Where: _____

PLEASE REVIEW ATTACHED SCHEDULE OF CLASSES AND LIST YOUR PREFERENCE BELOW IN ORDER:

1) _____ 2) _____ 3) _____

THE SELECTION FOR CURRENT STUDENTS AND ST. MARK'S CHURCH MEMBERS WILL OCCUR ON JANUARY 30, 2012. NEW FAMILY PLACEMENT WILL FOLLOW ON JANUARY 31, 2012.

WE WILL MAKE EVERY EFFORT TO ACCOMMODATE YOUR FIRST CHOICE.

Mail completed form to:

**St. Mark's Preschool
Attn: Barri Hicks
4780 E. 126th Street
Carmel, IN 46033**

**Email: preschool@stmarkscarmel.org
Phone: (317) 846-8941**

2012-2013 SCHEDULE OF CLASSES

Class Name	Age	Days	Time	Monthly Tuition
Kitten	2 (By May 1 st)	Tuesday	9-11:15 AM	\$95.00
		Thursday	9-11:15 AM	
Puppy	2 (By May 1 st)	Monday	9-11:15 AM	\$95.00
		Wednesday	9-11:15 AM	
Heart	3 (By Sept. 1 st)	Tuesday	9-11:15 AM	\$95.00
		Thursday	9-11:15 AM	
Balloon	3 (By Sept. 1 st)	Monday	9-1:00 PM	\$120.00
		Wednesday	9-11:15 AM	
Sunshine	3 (By Sept. 1 st)	Tuesday	9:11:15 AM	\$170.00
		Thursday	9-1:00 PM	
		Friday	9-11:15 AM	
Rainbow	4 (By Sept. 1 st)	Monday	9-11:15 AM	\$170.00
		Wednesday	9-11:15 AM	
		Thursday	9-1:00 PM	
Moonbeam	4 (By Sept. 1 st)	Monday	12-2:15 PM	\$170.00
		Wednesday	12-2:15 PM	
		Friday	9-1:00 PM	
Teddy Bear (Pre-K)	4/5 (By Sept. 1 st)	Tuesday	9-1:00 PM	\$245.00
		Wednesday	9-1:00 PM	
		Friday	9-1:00 PM	

CLASS DESCRIPTIONS

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.

Two-Year Old Classes

Kitten & Puppy

- 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

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

- 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.)

2012-13 FINANCIAL AGREEMENT

CLASS	YEARLY	QUARTERLY	MONTHLY
Kitten	\$855.00	\$285.00	\$95.00
Puppy	\$855.00	\$285.00	\$95.00
Heart	\$855.00	\$285.00	\$95.00
Balloon	\$1080.00	\$360.00	\$120.00
Sunshine	\$1530.00	\$510.00	\$170.00
Rainbow	\$1530.00	\$510.00	\$170.00
Moonbeam	\$1530.00	\$510.00	\$170.00
Teddy Bear	\$2205.00	\$735.00	\$245.00

- I am enclosing a non-refundable **\$50.00 registration fee** made payable to St. Mark's Preschool.
**Registration fee includes a St. Mark's Preschool Bag that the children will use during the school year.*
- Upon my child's acceptance into the St. Mark's preschool program, I agree to pay tuition in nine (9) monthly installments as indicated below:

Payment No.	Due Date	Payment No.	Due Date
1	May 4, 2012	6	January 10, 2013
2	September 10, 2012	7	February 11, 2013
3	October 10, 2012	8	March 11, 2013
4	November 12, 2012	9	April 10, 2013
5	December 10, 2012		

- The first payment is due **May 4, 2012**. This payment is non-refundable.
- For students registering after May 4, 2012, 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 (10th) of each month unless noted otherwise.
- 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.
- After three (3) snow days my payment will be prorated should any additional snow days occur.
- 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, family information form and a copy of the birth certificate.

I acknowledge that I have read the above Financial Agreement in its entirety:

Date _____

Signed: _____