



## 2019-2020 Application for Registration

Please complete application for the upcoming school year and submit to either the Preschool Director or the church office accompanied by a \$50, non-refundable application fee. Registration is based on space as well as date/time application is received. Confirmation will be mailed to you once your child is registered in a class.

**Please note: this application does not guarantee enrollment in a class.**

Child's Name: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Date: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone: (C) \_\_\_\_\_ (H) \_\_\_\_\_

Father's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone: (C) \_\_\_\_\_ (H) \_\_\_\_\_

Child lives with: Both Parents \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Other \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Potty-trained? \_\_\_\_\_ Yes \_\_\_\_\_ No (Please see reverse side for requirement info)

Child's Birth Date: \_\_\_\_\_ Child's Age as of September 1<sup>st</sup>, 2019: \_\_\_\_\_ 3 yrs \_\_\_\_\_ 4 yrs \_\_\_\_\_ 5 yrs

**2019-2020 Class Options** (choose one):

3 year olds - **2 Day** (T/Th), 9:00-11:30am (\$105/mo): \_\_\_\_\_

3 year olds - **3 Day** (M/W/F), 9:00-11:30am (\$135/mo): \_\_\_\_\_

4 year olds - **3 Day** (M/W/F), 9:00-11:30am (\$135/mo): \_\_\_\_\_

4 year olds - **4 day** (M/T/W/Th), 9:00-11:30am (\$170/mo): \_\_\_\_\_

\*If your first choice is unavailable, would you be interested in other class options **OR** prefer to be added to wait-list? Please comment: \_\_\_\_\_

Does your child have any allergies? \_\_\_\_\_ Does your child require an epi-pen? \_\_\_\_\_ If yes, one will need to be provided to us to keep on-site.

Does your child have any special needs or been tested for special needs? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does your child have any unique behaviors which would be helpful for us to be aware of? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered "yes" to either of these questions, please elaborate by completing a "Child Behavior Checklist" form to help us better understand your child's needs.

Do you attend Cherry Hills on Sundays? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you had a child in Cherry Hills preschool in the past (or currently)? \_\_\_\_\_, \_\_\_\_\_ Yes (and child's name) \_\_\_\_\_ No

How did you hear about Cherry Hills Preschool? \_\_\_\_\_ Were you referred to Cherry Hills Preschool by a family currently enrolled? Who? \_\_\_\_\_

Thanks for choosing Cherry Hills Preschool!

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**For office use only:**

Date received: \_\_\_\_\_ Time: \_\_\_\_\_

\$50 Deposit Received: Check # \_\_\_\_\_ or Cash \_\_\_\_\_

Confirmation Date: \_\_\_\_\_



## 2019-2020 Registration & Enrollment Information

**3 Year Old Program** - It is required that all students be 3 years of age by September 1<sup>st</sup>, 2019 in order to be enrolled in the 3 year old program.

**4 Year Old Program** - It is required that all students be at least 4 years of age by September 1<sup>st</sup>, 2019 in order to be enrolled in the 4 year old program.

### Potty-Training Requirements

All Cherry Hills Preschool students are required to be potty-trained prior to the first day of class.

This means that he/she is no longer diaper dependent, is able to tell us before using the restroom, and is able to go unassisted. See our policy handbook for our detailed definition.

### Registration & Enrollment

- To apply for registration, please complete and submit Registration Application along with a \$50 deposit
- January 16<sup>th</sup> 2019: Children currently active in the Preschool or their siblings, alumni families, and regular attendees of Cherry Hills may register for the following school year by dropping off Registration Application and Deposit Check to Preschool Director (or Church Office if Director is unavailable)
- January 30<sup>th</sup> 2019: "Open Registration" begins for all to begin applying for Registration
- Enrollment will be based on classroom space and accepted in order of date/time in which application and deposit are received
  - Therefore during the first week of Open Registration, all Registration Applications along with deposit checks must be hand delivered to Director or Church Office in order for date and time of submission to be recorded accurately
  - Students are enrolled for the upcoming school year once a completed registration application form and registration fee are received AND a confirmation letter is issued (Letters will not be issued immediately after application)
    - \*Please note: completion of application does not ensure enrollment. Enrollment is based on class availability and order of applications received
  - Tuition for the first month of school is then due prior to July 1<sup>st</sup>
    - For those registering after July 1<sup>st</sup>, tuition for the first month of school will be due immediately
    - Failure to pay this in a timely manner may result in forfeit of your child's spot in class
    - Each month's tuition will be due by the 1<sup>st</sup> of the month and should be placed in Tuition Deposit Box just outside Director's Office

\*Please note: if you choose to withdraw your child from class after July 1<sup>st</sup>, September tuition is non-refundable

### Wait-List

- In the case of a class being filled to capacity, a wait-list will be created, and family will be notified
- A child may be added to the wait-list by request after the proper registration application steps have been taken (please note on application)
- The family will then be notified if/when a spot becomes available
- If a spot does not become available before the first day of school, the registration fee will be reimbursed. (Please note: Checks will not be cashed until child is enrolled in a class but will instead be kept in wait-list file)
- Class placement is determined by the Director based on size and number of applicants
  - We cannot take requests for specific teachers
  - Changes in placement may be made prior to orientation only to ensure the safety of a child if/when necessary.

### Withdrawal of Student

- Tuition for the first month of school (September) is due prior to July 1<sup>st</sup> in order to hold your child's spot on the roster and is non-refundable.
  - For those registering after July 1<sup>st</sup>, September's tuition will be due immediately upon enrollment.
  - Failure to pay 1<sup>st</sup> month's tuition in a timely manner may result in forfeit of your child's spot on the class roster.

If your child is enrolled in our program and you decide he/she will not be in attendance, please let us know ASAP so that we can allow another child to fill that spot.

Thank you!