

SAINT STEPHEN'S PRESCHOOL 2017 SUMMER REGISTRATION INFORMATION

THIS INFORMATION IS ALSO ON OUR WEBSITE AT:

www.ssepreschool.org

Registration Dates:

Tuesday, Feb. 28 – Saint Stephen's Staff and Preschool Board
Wednesday, Mar. 1–Saint. Stephen's Church members currently enrolled
Thursday, Mar. 2– Non-members currently enrolled
Wednesday, Mar.8– Saint Stephen's Church members not currently enrolled
Thursday, Mar. 9 – All others

- Registration will begin at 9:00 a.m. on assigned days. If you need specific days and weeks, you may want to come before 9:00 a.m. to get in line. Registration will be held in the Parish Hall. *The Church doors will be unlocked between 7:00 and 7:30 a.m.*

For those currently enrolled:

- One person from each family must be present to register.
- Pick up a number as you walk into the Parish Hall.
- At 9:00 a.m., we will take your registration as you are present in line and number it. This should be a brief process.
- **Please Note!** We do guarantee that all children currently enrolled will have a spot during our summer program but we cannot guarantee a spot on specific days for specific weeks. Typically certain days are more popular as are certain weeks during the seven week program. Also, you are not guaranteed the days you currently attend simply because you come on those days during the regular school year. If you need specific days you need to be here by 9:00 a.m. on your designated registration day. The above-mentioned guarantee will apply only if we receive your registration by **Tuesday, March 7**. Any registration forms received after that date will be filled based on availability.
- You will be notified by email by Wednesday, March 22 as to which days your child/children will be attending. We will do everything possible to give you your first choice.
- **Payment Policy for Summer 2017:** FEES due at registration: 1) Registration fee based on the number of children you are enrolling (see page 4 for amount) and 2) One-

half of your summer tuition based on the number of days for which you register. You still will be allowed to adjust your days, based on availability, through May 1, 2017. You may include both of these amounts on one check. The balance of your tuition, adjusted for any changes through May 1, will be due on June 1, 2017. **There will be no refunds, however, of any portion of the tuition paid at registration so please try to plan as carefully as possible when you register for summer school.**

- You may take your child to his or her classroom or to the carpool area downstairs after you drop off your form.

For those not currently enrolled:

- One person from each family must be present to register.
- Pick up a number as you walk into the Parish Hall.
- We will begin the registration process at 9:00 a.m. If we are able to place your child, we will let you know the sessions and the days your child will attend this summer before you leave registration.
- **Payment Policy for Summer 2017:** FEES due at registration: 1) Registration fee based on the number of children you are enrolling (see page 4 for amount) plus 2) One-half of your summer tuition based on the number of days for which you register. You still will be allowed to adjust your days, based on availability, through May 1, 2017. You may include both of the above amounts on one check. The balance of your tuition, adjusted for any changes through May 1, will be due on June 1, 2017. **There will be no refunds, however, of any portion of the tuition paid at registration so please try to plan as carefully as possible when you register for summer school.**
- If your child does not get a space on the day that you want, you may sign up to be on a wait list at no cost. You do not have to pay a registration fee until your child is accepted to the program.

Summer Schedule

The Saint Stephen's Preschool Summer Program is for children who are one year to five years old. We are also offering a Summer Camp for those entering 1st – 3rd grade. Please see page 6 for information about this program. The Preschool program will be divided into seven weeks, which are listed below. School will be offered two (2) days per week on Tuesday/Thursday or Monday/Wednesday or four (4) days per week on Monday through Thursday. You may choose to register for as many weeks as you would like. You may vary the combinations of days each week. For the MDO ages (babies, creepers and toddlers), days may be limited based on enrollment. We will not be able to have a class if

less than two children are enrolled. For example, you could register for “Week 1 for Monday/Wednesday” and “Weeks 3-5 for Monday - Thursday.” The program runs from 9:00 a.m. to 1:00 p.m. Extended hours, or “Tigger Time” is available to children whose birthdays are on or before August 31, 2014. More information about Tigger Time will be provided on a separate page.

2017 Summer Schedule

Week 1	June 12-15
Week 2	June 19-22
Week 3	June 26-29
Week 4	July 10-13
Week 5	July 17-20
Week 6	July 24-27
Week 7	July 31-Aug 3

Summer School Tigger Time!!

Children whose birthday is before August 31, 2014 are eligible to attend “Tigger Time” – our extended day program - from 1:00-2:30 p.m.. Pre-payment is due by June 1 (as is regular summer school tuition) and is \$10 per day. Siblings receive a 50% discount. “Drop-in” throughout the summer will be \$15 per day –due on the day the child stays - and based on availability. This higher fee will apply to any day in which a child is not signed up for and paid in advance. Please note that if we do not have enough children pre-register, Tigger Time may not be offered on certain days. For example, if only two children sign up for Wednesdays, we will not be able to offer Tigger Time on Wednesdays. We will let you know in advance if that is the case.

If you have any questions, please call the office at 967-6317.

FEES FOR ST. STEPHEN'S SUMMER PROGRAM

- 1. Registration Fee.** This is payable at time of registration and is the same regardless of the number of weeks your child(ren) attend.

One child.....	\$ 40.00
Two children.....	\$ 70.00
Three or more children.....	\$ 90.00

This registration fee schedule reflects a reduction for siblings.

- 2. Tuition - PAYMENT POLICY -** One-half of your tuition is due at registration with the balance being due by June 1. This applies regardless of the weeks that your child attends. You may adjust your days up to May 1, 2017 and your balance due will likewise be adjusted; however, there will be no refund of the tuition paid at registration. For example, if you register for 20 days, then \$225 of tuition is due at registration. If you reduce your number of days to less than 10 days, we will not refund any portion of the \$225 received at registration so please be diligent in selecting your days. In other words, there will be no financial penalty for adjusting your days subsequent to registration provided that you do not reduce your total number of days by more than 50%. This change is necessary because, in the past, we have had problems with people signing up for a large number of days and then cancelling most of the days at the last minute when it is too late for us to adjust the number of teachers hired for the summer.

Tuition is based on the number of days per week for which a child is registered.

Regular School Day 9:00 a.m.-1:00 p.m.

Child	Fees: 2 days/week	Fees: 4 days/week
1 st child	\$45/week	\$90/week
2 nd child	\$40/week	\$80/week
3 rd child	\$36/week	\$72/week

Where siblings are involved, the child who attends the greatest number of days will pay the full rate and the child attending the fewer number of days will receive the sibling discount. This is a change from our sibling policy throughout the year where the older sibling pays the full rate and the younger sibling receives the discount.

Drop-ins are allowed based on availability at a daily rate of \$25.

3. Prepaid Tigger Time (Extended Hours 1:00 -2:30 p.m.)

Child	1 day/week	2 days/week	3 days/week	4 days/week
1st child	\$10/week	\$20/week	\$30/week	\$40/week
Add'l siblings	\$5/week	\$10week	\$15/week	\$20/week

- Tigger time does not need to be paid for at registration but payment is due in full by June 1, 2017.
- Note that families with multiple children in the program do receive sibling discounts but only if both children are attending Tigger Time on the same day. If only one child from a family is attending Tigger Time, the \$10/day rate will apply.
- The charge for dropping in Tigger Time on a day when not pre-registered and prepaid is \$15/day for the first child and \$7.50/day/child for siblings.

Summer Camp for Children Entering 1st - 3rd Grades

We offer a Summer Camp for children entering the 1st – 3rd grade in the fall. The camp will be offered the same weeks as the Preschool Summer Program during the same hours – 9 am. - 1 pm. It is required, however, that you sign up for the whole week rather than just MW or just TTH. Tigger Time will also be available for these students at the regular Tigger Time rates. Each week will include:

- Specific theme
- Water play day
- Cooking a snack
- Making a craft
- Science experiment related to theme
- Exercise

Our themes for this summer will be as follow:

- ❖ Week 1: Sports and Games
- ❖ Week 2: Construction
- ❖ Week 3: Bike Week
- ❖ Week 4: Master Chef
- ❖ Week 5: Animal Planet
- ❖ Week 6: Mad Scientist
- ❖ Week 7: Let's Get Crafty

The registration fee is the same as the Preschool Summer Program.

One child.....	\$ 40.00
Two children.....	\$ 70.00
Three or more children.....	\$ 90.00

Camp fees will be \$110/week with a \$10/week sibling discount.