

REGISTRATION AND ENROLLMENT

(from the *St. Joseph Preschool Parent Handbook, 2010/2011*)

ADMISSION POLICY

All preschoolers must be toilet-trained and meet the age eligibility for each session. Also, while all children are welcome at our preschool, children with some physical, behavioral or learning needs may not be able to be serviced by the preschool staff. If parents have any questions or concerns, please consult with the Director prior to registering. Families with a child who is four or five years old and are unsure about what class is most appropriate, should also consult with the Director prior to registering.

Terrific Threes Must be 3 by 9/1/10	2 day: Tuesday and Thursday TUITION: \$130 per month	9 a.m. – 11:30 a.m.
Fabulous Fours Must be 4 by 9/1/10	3 day: Monday, Wednesday, Friday TUITION: \$180 per month	9 a.m. – 11:30 a.m.
Fours/Fives ThriveTime Must be 4 by 9/1/10	4 day: Monday - Thursday TUITION: \$ 230 per month	12:30 p.m. – 3:30 p.m.

Optional Programs below require advance registration and follows the admissions policies outlined in this policy. Enrollment in these programs is on-going as space allows. All changes in program enrollments after the primary registration period will incur a \$10 administration fee.

- LUNCH BUNCH, 11:30 a.m – 12:30 p.m.
- PRESCHOOL PLUS, a childcare program to provide a full day experience from 11:30 a.m. – 3:30 p.m. as an extension to the morning preschool programs.

It is the policy of St. Joseph's Preschool to maintain a minimum number of students in each class in order to support a developmentally-appropriate learning environment. In addition, the program is self-supporting and relies on tuition as revenue to operate the program.

- Each preschool classroom must have at least 9 students and no more than 20 students.
- Each optional program (Lunch Bunch and/or Preschool Extended Day) must have at least 5 students and no more than 25.
- The Preschool Director retains the right to work with families to explore viable options if enrollment is less than the minimum or more than the maximum, which may result in sessions that are added or canceled. All programs will be staffed in compliance with State of Minnesota licensing requirements for staff:student ratio. Families will be contacted directly regarding individual program status if necessary.

Registration will take place late winter after the School Board has approved the budget and tuition has been set for the following school year. St. Joseph's Preschool will offer registration beginning at Preschool Registration Information Sessions and will remain open until classes are filled. To be considered, the following registration materials must be complete and received by the preschool:

- Registration form
- Non-refundable Registration Fee of \$50 per child.

All children are welcome at St. Joseph's Preschool as openings allow. St. Joseph's Preschool is a program of St. Joseph's School, receiving financial and spiritual support from St. Joseph's Parish. This admissions policy gives priority to St. Joseph's School families and Church of St. Joseph's parishioners *who register by February 12, 2010*. Parishionership is demonstrated by the following:

- Completion of a registration card on file at the parish.
- Regular worship at St. Joseph's Church
- Generous commitment and faithful honoring of time and talent.
- Persons shall not be registered parishioners at other parishes.

Classroom openings will be filled by the following criteria for those registrations received by February 12:

1. Families with children already enrolled at St. Joseph's Preschool.
2. Parishioners with children already enrolled at St. Joseph's School.
3. Parishioners who were registered by Dec. 31 of the year prior to enrollment.
4. New parishioners who have moved into the parish from another Catholic parish and who demonstrate they were active parishioners.
5. Non parishioners with children in the School.
6. Non parishioners.

Once all openings are filled, subsequent names will be numbered and placed on a waiting list. Families will be contacted as openings occur.

TUITION and FEES

Each year, tuition is established for the subsequent school year by the School Board in consultation with the Pastor. Tuition is pro-rated as a monthly fee, but can be paid in one payment in August. If a monthly option is chosen, the nine tuition payments are scheduled for August through April. Billing options will be offered on the registration form.

In addition, fees for special programs such as Lunch Bunch and Preschool Plus are also covered under this policy.

Any change in program or billing arrangements following June 15 will incur a charge of \$10.

Families with tuition that is 30 days delinquent will be notified by the Business Administrator and will incur a \$10 late fee. If the account becomes 45 days delinquent, the student will be unable to utilize the services of the preschool until accounts are current. According to the St. Joseph's School Tuition Policy: Families with delinquent tuition accounts, including fines and fees, will not be issued developmental progress reports, nor be permitted to register for the subsequent school year. Tuition accounts that remain delinquent 30 days following the end of the school year will be referred to a collection agency unless mutual satisfactory arrangements have been made through the Business Administrator's office to reconcile the account. Additional fees may be charged when working with a collection agency.

There is no tuition or fee reimbursement for days not in session due to preschool schedule, holidays, weather-related closings or for days that the student is absent due to illness, travel or other reasons.

WITHDRAWAL FROM PROGRAM

Each child is enrolled for an entire school year, or the balance of the year at the time of enrollment. Withdrawal from the St. Joseph's Preschool and/or either the Lunch Bunch or Preschool Plus programs requires a one-month notification in writing so that the preschool can coordinate with families on the waiting list. Full tuition and fees must be paid through the notification period.

