

How to Register

1. Complete the yellow (Preschool) or white (Kindergarten) Registration form. All tuition fees are listed on the Registration forms.
2. Attach payment of \$75.00 for individuals or \$105.00 for families to Prince of Peace Preschool for the non-refundable Registration fee. The Kindergarten Registration fee is \$75.00 and is also non-refundable.
3. In addition to the non-refundable Registration fee, families are required to pay an **Advanced Tuition Deposit equal to one-month tuition for their child. The tuition deposit will be applied to your May 2012 tuition. This deposit is refundable up until September 15, 2011 with 30 days prior written notice to the Director.**
4. Return all forms and payment to the Welcome Center or mail to:

**Prince of Peace Preschool
930 W. Higgins Rd.
Schaumburg, IL 60195**
5. Confirmation letters will be sent out in April 2011.
6. All children are required to have a completed Physical Form and Lead Risk Assessment prior to the start of school. We also need to see an original birth certificate for each child enrolled. We will make a copy to remain in each child's file.
7. If and when all classes fill, we will start a waiting list for each type of class requested. All 4-year-old classes and the Bridging class can have a total of 20 students. The 3-year-old classes and Multi-Age classes can have a total of 18 students, and Pre-3 will only have 16 students. The Kindergarten class will never be larger than 15 students.
8. We will combine classes when enrollment is low. For example: T-Th 4 year olds would be combined with the T-Th Mutli-Age class if enrollment were low. We will notify families in advance of any potential changes.

**For more information or to schedule a visit to our program,
Please call: (847) 885-7036.**

Prince of Peace Preschool Tuition and Fee Policy 2011-2012

Advance Tuition Deposit:

A deposit equivalent to one month's tuition is required at the time of registration for all students who are not currently enrolled in our preschool program. This deposit is applied to the May tuition payment. *For all students who are currently enrolled in our preschool program, this deposit is due on May 1st, 2011.*

Registration Fee:

An additional non-refundable registration fee in the amount of \$75.00 individual and \$105.00 family is charged at the time of registration. This fee covers expenses incurred in processing your registration and is not refundable under any circumstances. There are no discounts given for registration fees. There will be a separate registration fee of \$75.00 for children registering for kindergarten.

Refunds:

No tuition refunds are made for absences due to illness or vacation.

If a child is withdrawn from the program, the advance deposit is refundable up until September 15, 2011 with 30 days prior notice of your intent to withdraw made in writing to the Preschool Director. No exceptions will be made.

Payments:

Tuition is due no later than the 15th day of each month unless otherwise noted by the Preschool Director. Tuition for the 2011-2012 school year is as follows:

M-W-F (3 day/week)	\$170.00 per month
T-Th (2 day/week)	\$150.00 per month
T-Th (Pre-Three class)	\$130.00 per month
Bridging (3 day/week)	\$180.00 per month
M, T, W, Th, F (5 day/week)	\$280.00 per month
Kindergarten	\$330.00 per month
Consumable materials fee for Kindergarten only --\$50.00/child (Due: 9/15/11)	

Families will receive a statement each month with the monthly newsletter stating the amount due. Checks should be made payable to ***Prince of Peace Preschool*** with your child's full name and class (Example: 3/4-S-AM) in the memo portion of the check. Place checks in the tuition mailbox at the Welcome Center. There is no need to put the check into an envelope or to return your statement. Statements are for your records only. Checks can be sent in the mail, however, please make sure that the envelope is addressed to **Prince of Peace Preschool**.

Late payment charges of \$10.00/month will be added to your statement if your payment arrives after the 15th of each month. Special arrangements can be made with the Preschool Director to make payments after the 15th. Please see the Preschool Director to make cash payments.

Special Consideration:

A 10% tuition discount is given to families with two or more children enrolled in our program. Registered members of Prince of Peace Lutheran Church also receive a 10% tuition discount. Tuition discounts are not applicable to Kindergarten tuition.

Returned Checks:

The church incurs a bank charge for any checks returned for insufficient funds. Our budget does not cover this expense. Bank charges of \$25.00 incurred for returned checks must be paid by the family with the next month's tuition payment. If a check is returned by the bank more than one time, tuition payment must be made with cash or a money order for all subsequent tuition payments for the remainder of the school year.

Electronic Funds Transfer:

The option of having tuition payments made through electronic fund transfer will be available for the 2011-2012 school year. Forms are available at the Welcome Center and please complete the necessary paperwork. The program is called "Simply Giving."

Please complete the bottom portion of this form and return with the registration materials to verify that you have read and understand the Tuition and Fee policies. A copy can be provided for your records.

Child's Name _____ Parent's Signature _____

Party Responsible for Tuition: _____ Phone Number: _____

Date: _____

Tuition and Fee Policy, 2011-2012

Name and phone # of Child's Physician: _____

Previous preschool experience: _____

Does your child favor right hand? left hand? _____

Does you child nave any allergies? Please list all: _____

Names and ages of other children in the family: _____

Goals you have for your child in this program: _____

Name of the church you attend: _____ Are you members? _____

Use the space below to provide any additional information, or to explain any special circumstances: _____

**Additional people authorized to deliver and pick up my child from school.
Please include their telephone number and area code. This list may be added to
throughout the school year.**

1 _____ (____) _____

2 _____ (____) _____

3 _____ (____) _____

4 _____ (____) _____

Consents:

• **Emergency Medical Care**

This authorizes Prince of Peace, its staff or designated agents to secure emergency medical care for my child when I/we cannot be immediately reached at the time of emergency. I/we will be responsible for the emergency medical charges incurred. I/we understand that my child may be transferred to the nearest emergency facility by public safety officers or the staff or agents of Prince of Peace.

Signature of Parent/Guardian: _____ Date: _____

Relationship to child: _____

• **Outings, Excursions, and Field Trips**

I/we authorize Prince of Peace, its staff or agents to take my child on walking trips, excursions, and/or field trips.

Signature of Parent/Guardian: _____ Date: _____

Relationship to child: _____

• **Photography Release**

I/we authorize Prince of Peace, its staff or agents to take pictures, videotapes, and/or slides of my child for use in presentations, other reasonable advertising promotions, and educational activities without compensation.

Signature of Parent/Guardian: _____ Date: _____

Relationship to child: _____