

Saint Andrews Presbyterian Preschool

2021-2022 Registration Information

This information is designed to help you determine when and how you should register your child for the 2021-2022 school year. Feel free to email our director, Marj Jenkins, at mjenkins@sapc.com if you have any questions.

Step One: Choose your class! We ask you to indicate your 1st and 2nd choice classes. Our birthdate cut-off is August 31, 2021. Toddlers must be 15 months old on or before this date. All other children must be the age of the class for which they are registering by this date. Children who are five by August 31 may register for the Transitional K class. Others may be placed in this class upon discretion of the director. We reserve the right to maintain a reasonable boy/girl ratio in each class. All children in Threes classes must be potty-trained before school begins. Toddlers must be walking when school begins.

Age	Classes available	Child:Teacher ratio
Toddlers	T/TH, MWF	8-10 children/2 teachers
Twos	T/TH, MWF	10-11 children/2 teachers
Threes	MWF, M-TH, M-F	10-11 children/2 teachers
Fours	M-TH, M-F	12-14 children/2 teachers
Transitional Class	M-F	12-14 children/2 teachers

Step Two: A registration fee based on your 1st choice class must accompany this form.

If your child is placed in your second-choice class, we will make an appropriate adjustment to your registration fee. While the amount of the registration fee corresponds to the monthly tuition for each class, it is a separate fee and does not take the place of a tuition payment. Registration fees are NON-REFUNDABLE unless the family moves to another town and notifies us prior to moving. Registration fees will be returned if we are not able to place your child on a class list. If your child is accepted, but you decide not to place him/her at Saint Andrews, your registration fee is NON-REFUNDABLE.

2 days/week	\$230/month
3 days/week	\$308/month
4 days/week	\$360/month
5 days/week	\$385/month

Yearly tuition is split into nine equal payments that are made monthly beginning in August and ending in April (School runs from September to May). Payments are due by the 10th of each month.

You can find our school calendar posted on our website. (www.sapc.com) Lunch Bunch is offered Monday through Friday for all children. A printed school calendar and registration form for Lunch Bunch will be included in your spring information packet.

Step THREE: Submit your completed form and a check for the appropriate registration fees to the preschool office by the deadlines below.

Priority Registration for currently-enrolled families	January 25, 2021
Registration for church members and siblings of previously-enrolled students	January 26, 2021
Open Registration begins	January 27, 2021

You may submit your completed form along with a check for the appropriate registration fee by mail or by hand delivery to the drop box at Saint Andrews Presbyterian Church. You will find the drop box at the main entrance by the church offices.

You may also submit your form via email to mjenkins@sapc.com and then mail or hand deliver a check for the appropriate registration fee. Your registration will be considered complete when payment is received.

For currently-enrolled families, we will use the following point system in cases where two or more children request the same day and there is only one opening.

- 1) One point for active Saint Andrews church membership.
- 2) One point for each year this child has been enrolled in the program.
- 3) One point for each year a sibling has been enrolled in the program, past and present.
- 4) If all priorities are considered and two or more children still meet them equally, we will draw names to determine who will get the available space.
- 5) The right to maintain a reasonable boy/girl ratio in each class will be considered along with all other priorities.

All applications received by the appropriate deadline will be considered for the initial round of registration. In the event that there are more applications than open spots in a particular class, we will draw names lottery-style to fill the class. Those who do not get a spot will be placed on a wait list and informed as soon as space is available.

After February 1, 2021, any remaining spots will be available on a first-come-first-served basis. If the class you would like is fully-enrolled, we will place you on a wait list and inform you as soon as a space is available.