**SATELLITE BEACH UNITED METHODIST PRESCHOOL**

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# **2017-2018 Registration and Tuition Information**

**Registration Timeline**

The 2017-2018 registration timeline, set by the Preschool Advisory Team at

Satellite Beach United Methodist Church (SBUMC), is as follows:

**February 1st** Registration opens to church members.

**March 1st** Registration Packet due from existing students and siblings.

**March 2nd** Registration opens to community.

**April 1st** Registration/Supply Fee and Registration Packets due. VPK students must turn in the VPK certificate to the Preschool office to ensure placement in the program.

**August 1s**t All required registration documents due.

Please read the updated Registration Packet and Parent Handbook found online at [www.sbumc.net/preschool](http://www.sbumc.net/preschool).

**Registration Packet and Supporting Documents Check List**

The Registration Packet secures a child’s placement in the program until April 1**st**. **Before your child may start schoo**l, **the following documents must be current, complete, and turned in to the Preschool office to ensure enrollment:**

* **Satellite Beach United Methodist (SBUM) Preschool Registration Packet**

All sections must be filled out completely. This form is found on the preschool’s website.

* **Current State of Florida Physical –** **Complete both** **front and back***.*

The date of the physical must not be older than a year before the first day of the upcoming school year.

* **Current Florida Certification of Immunization**

Must show all required shots for preschool admittance.

* **Influenza Brochure**

This form is found on the preschool’s website and must be filled out yearly.

* **Registration Fee/Tuition Express Authorization**

**Registration/Supply Fees and Tuition**

The Registration Supply Fee and Tuition (see next page) are collected through Tuition Express,

an automated checking account or credit card payment service.

**Due April 1st - Registration/Supply Fee – Non VPK New Students - $100**

* Paid at time of registration by completing a Tuition Express Authorization.

**Due April 1st - Registration/Supply Fee –Non VPK Returning Students and/or Younger Siblings - $100**

* Processed through Tuition Express on April 1st.
* After April 1st, a child’s placement in next year’s program is **NOT** secured until the Registration Fee is paid.

**Due April 1st - Registration/Supply Fee – VPK Certificate Students**

* VPK certificates will ensure your child’s placement in the program. Additional information at: [www.elcbrevard.org](http://www.elcbrevard.org).
* Tuition Express Authorization is needed for all other fees which include **Before Care** and **Lunch Bunch**.

Parent Orientations will be held the week before school starts.

**If the Preschool has not received the Registration Packet and the Registration/Supply Fee**

**by the last parent orientation, your child will be transferred to the waiting list.**

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**2017-2018 Tuition Schedule**

**VPK Pre-K Four-Year-Old Classes (5 days) - Must be four by September 1st of the school year**

VPK Certificate (no tuition) Additional information at [www.elcbrevard.org](http://www.elcbrevard.org) .

Pre-K Private-Pay Class attending 5 days - $2800/year or $280.00/month August through May

**Three-Year-Old Classes - Must be three by September 1st of the school year and toilet trained**

Three-Year-Olds attending 5 Days - $2800/year or $280/month August through May

Three-Year-Olds attending 3 Days (Monday, Tuesday, Wednesday) -$1800/year or $180/month August through May

Three-Year-Olds attending 2 Days (Thursday, Friday) - $1400/year or $140/month August through May

**Older Two-Year-Old Classes - Must be two by April 1st prior to the start of school**

Two-Year-Olds attending 3 Days (Monday, Thursday, Friday) - $1800/year or $180/month August through May

Two-Year-Olds attending 2 Days (Thursday & Friday) -$1400/year or $140/month August through May

**Younger Twos/Older Toddlers Class** **- Must be 2 between April 1st and September 1st**

If space allows in the Younger Two-Year-Olds class, toddlers with a September birthday may be accepted.

Younger Two-Year-Olds attending 2 Days (Tuesday & Wednesday) - $1400/year or $140/month August through May

**Payment**

**Satellite Beach United Methodist Church Preschool uses ProCare Software, a Child Care Management Software System**, and its integrated payment system **Tuition Express,** to collect tuition and program fees. A statement is sent to all families on the first of the month as a reminder that Tuition Express will be processed on the 5th of the month or the closest business day. All accounts need to be paid by the 5th of the month and will be subject to a late fee of $25 if paid after the 10th of the month. Chronic late payments will result in a child’s ineligibility to participate.

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**2017-2018 Before Care and Lunch Bunch Policies and Procedures**

**INFORMATION**

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|  | **Before Care** | **Lunch Bunch** |
| **Description** | Some interactive play time before class starts. | Lunch Bunch is an after school fun time program for children to eat a healthy lunch together and engage in appropriate social interactions. Following lunch, children participate in a variety of interactive play activities. |
| **Days** | Monday - Friday | Monday, Tuesday, Wednesday, and Thursday. Days are subject to change due to attendance. NO LUNCH BUNCH ON FRIDAYS. |
| **Time** | Before Care starts at 8:10 am in Room Y7. | Children attend this after school program until 1:50 pm. Late fees start at 2:01 pm. and are assessed as the preschool license permits coverage up to 2:00 pm. |
| **Who May Attend** | Students enrolled in the Three-and Four-Year-Old classes may attend. Chronic potty accidents will disqualify a child from attending. | Students enrolled in the Three and Four-Year-Old classes may attend. Chronic potty accidents will disqualify a child from attending. |
| **What to Bring** | NA | Provide a healthy packed lunch clearly labeled ‘Lunch’ with your child’s initials or name on it. |

**FEES**

|  |  |
| --- | --- |
| **Before Care** | |
| **8:10 am – 8:30 am** | |
| Permanent Roster 5-Day students | $40 per month |
| Permanent Roster 3-Day students | $25 per month |
| Permanent Roster  2-Day students | $15 per month |
| Permanent Roster  1-Day students | $10 per month |
| Drop In students | $3 per day |

|  |  |  |
| --- | --- | --- |
| **Lunch Bunch** | | |
| **12:00 pm – 1:50 pm** | | Late Fee |
| Permanent Roster 4-Day students | $110 per month | $1 per minute late fee charged.  Chronic late pick-ups will result in ineligibility to participate. |
| Permanent Roster 3-Day students | $85 per month |
| Permanent Roster  2-Day students | $55 per month |
| Permanent Roster  1-Day students | $30 per month |
| Drop In students | $9 per day |

**Permanent Roster Students**

Students will be placed on a roster on a first come, first-served basis when the **Before Care and Lunch Bunch** **Agreement Form** (found at the end of the registration packet) is turned in **AND** the **first month payment is received**. The first month payment may be submitted with the Registration Packet.

**Drop In Students**

Students may attend based on availability after the Permanent Roster schedule is filled. Drop in charges will be added to your accounts ledger at time of reservation and will reflect payment the next time Tuition Express is processed. Credit will not be issued for missed days, as payment is not only for a child’s attendance, but for the limited space reserved.

**Sign Up for Before Care and/or Lunch Bunch**

Fill out and return the Before Care and/or Lunch Bunch Agreement Form indicating how your child will be joining the Permanent Roster, i.e. number of days, which days of the week. The Permanent Roster offers your child a guaranteed space at a discounted rate in Before Care and/or Lunch Bunch.

**Payment for Before Care and/or Lunch Bunch**

Tuition Express will be processed on or around the 5th of the month. The preschool will send a reminder statement at the beginning of the month before payment is processed. Accounts will be subject to a late fee of $25 if paid after the 10th of the month. Chronic late payments will result in a child’s ineligibility to participate.

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