

SATELLITE BEACH UNITED METHODIST PRESCHOOL

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God's love is as deep as the ocean.

2018-2019 Registration and Tuition Information

Registration Timeline

The 2018-2019 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, existing students and siblings.*
March 1st *Registration Packet due from church members, 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 1st *All required registration documents due.*

HINT- New families should go to the Online Wait List feature found at <https://www.myprocare.com/Default/Index?aWtuPTczOTgzMDk2Mzcmc2NoSWQ9MQ==> to secure your place on the waiting list. Please include both parents contact information as that will be imported into our management program on March 2 when we open to the community or shortly after we receive notice.

Registration Packet and Supporting Documents Check List

Before your child may start school, the following documents must be current, complete, and turned in to the Preschool office:

- Satellite Beach United Methodist (SBUM) Preschool Registration Packet**
All sections must be filled out completely. This form is found on the preschool's website. Please choose the one appropriate for your child.
- Current State of Florida Physical – Complete both front and back.**
The date of the physical must not be more than a year before the first day of the upcoming school year. Your pediatrician's office will provide this based on the last well child checkup (if within a year of the enrollment date).
- Current Florida Certification of Immunization**
Must show all required shots for preschool admittance. This form must have an expiration date in the future. The pediatrician's office will provide this to you based on their records.
- Influenza Brochure**
This form is found on the preschool's website and must be filled out yearly in August or September. It is informational only, it does not require a Flu shot.
- Registration Fee/Tuition Express Authorization**
This form is found on the preschool's website.

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 - Non VPK Students - Registration/Supply Fee – \$100

1. New Student - Paid at time of registration by completing a Tuition Express Authorization.
2. Returning Student - Processed through Tuition Express on April 1st.
3. After April 1st, a child's placement in next year's program is **NOT** secured until the Registration Fee is paid.

Due April 1st – VPK Students – VPK Student Certificate

1. VPK certificates will ensure your child's placement in the program. Additional information at: www.elcbrevard.org.
2. 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, Registration Fee, and the Health Forms by the last parent orientation, your student will be transferred to the waiting list.

Satellite Beach United Methodist Preschool 2018-2019 Tuition Schedules

VPK Pre-K Four-Year-Old Classes (5 days, 9am – 12pm) - Must be four by September 1st of the school year

- Must present a VPK Certificate to be enrolled (with no tuition). Additional information at: www.elcbrevard.org
- Pre-K Private-Pay Students attending 5 days - \$3000/year or \$300.00/month August through May

Three-Year-Old Classes (9am – 12pm) Must be three by September 1st of the school year and toilet trained

- Three-Year-Olds attending 5 Days - \$3000/year or \$300/month August through May
- Three-Year-Olds attending 3 Days (MTW) \$2000/year or \$200/month August through May
- Three-Year-Olds attending 2 Days (Thursday, Friday) - \$1500/year or \$150/month August through May

SBUM Preschool can only accept 3 year olds that are toilet trained. Students sent to class with pullups are not considered toilet trained and their parent will be asked to keep them home until they are ready to attend school without pullups.

Older Two-Year-Old Classes – (9:10am – 12pm) Must be two by April 1st prior to the start of school

- Older Two-Year-Olds attending 3 Days (MTW) - \$2000/year or \$200/month August through May
- Two-Year-Olds attending 2 Days (Tuesday & Wednesday) - \$1500/year or \$150/month August through May

Two year olds do not need to be toilet trained to start a two year old class.

Younger Twos/Older Toddlers Class (9am – 12pm) 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. (This will be determined in August.)
- Younger Two-Year-Olds attending 2 Days (Thursday & Friday) - \$1500/year or \$150/month August through May

Two year olds do not need to be toilet trained to start a two year old class.

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 next 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. A student may not attend if all fees are not paid by the 15th of the month including late fees. Chronic late payments will result in a child's ineligibility to participate.

Please read the updated Registration Packet and Parent Handbook found online at www.sbumc.net/preschool.

2018-2019 Satellite Beach United Methodist Preschool Before Care and Lunch Bunch Policies and Procedures

INFORMATION

	Before Care	Lunch Bunch	Extended VPK
Description	Some interactive play time before class starts. Supervised by one of the aides.	Lunch Bunch is a stay and play program, supervised by the various aides. Students bring their lunch.	Lunch and Teacher led curriculum based activities.
Days	Monday - Friday	MTWTH. Days are subject to change. NO LUNCH BUNCH ON FRIDAYS.	MTWTH. Days are subject to change. NO LUNCH BUNCH ON FRIDAYS.
Time	8:05 AM in Room Y7.	12-1:50 when car loop begins.	12-1:50 when car loop begins.
Who May Attend	Students enrolled in the Three-and Four-Year-Old classes who are toilet independent	Students enrolled in the Three and Four-Year-Old classes may attend. Chronic potty accidents will disqualify a child from attending.	VPK students on permanent roster for 3 or 4 days.
What to Bring	NA	Provide a healthy packed lunch clearly labeled 'Lunch' with your child's initials or name on it.	Provide a healthy packed lunch clearly labeled 'Lunch' with your child's initials or name on it.

FEES

Before Care	
8:05 am – 8:30 am	
Permanent Roster	\$40 per month
5-Day students	\$40 per month
4-Day students	\$32 per month
3-Day students	\$25 per month
2-Day students	\$17 per month
1-Day students	\$10 per month
Drop In students	\$3 per day

Lunch Bunch		VPK Extended Day
12:00 pm – 1:50 pm		12:00 pm – 1:50 pm
Permanent Roster	\$120 monthly	\$140 per month
4-Day students	\$120 monthly	\$140 per month
3-Day students	\$90 monthly	\$110 per month
2-Day students	\$60 monthly	Not available
1-Day TWTh	\$30 monthly	Not available
1-Day Monday	\$27 monthly	Not available
Drop In students	\$9 per day	Not available

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 in the registration packet) is received **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. Also required for Drop Ins.

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. Attendance will be denied if not paid by the 15th of the month. Chronic late payments will result in a child's ineligibility to participate.

Optional VPK Lunch Bunch There will be an optional VPK Extended Day Lunch Bunch for families who are interested in a teacher led Lunch Bunch. It will be similar to the mixed age group lunch bunch but it will be more curriculum based rather than free-choice based play and it will be led by one of the VPK teachers. It is an option for VPK students who will sign up for 3 or 4 days VPK Extended Day. Students from all the VPK classes will have the option to participate in either the mixed age free play Lunch Bunch or go to the supervising VPK teacher's room. (The morning VPK Instructional hours may be with a different teacher than the Lunch Bunch VPK Teacher).