

# SATELLITE BEACH UNITED METHODIST PRESCHOOL

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State License #C18BRO153  
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## 2020-2021 Registration and Tuition Information

### Registration Timeline

The 2019-2020 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 4th* 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 1<sup>st</sup>* All required registration documents due.

HINT- New families should go to the Online Wait List feature to secure your place on the waiting list. <https://www.myprocare.com/Default/Index?aWtuPTczOTgzMDk2Mzcmc2NoSWQ9MQ==>  
Please include both parents contact information.

### 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 appropriate one 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 1<sup>st</sup> - Non VPK Students - Registration/Supply Fee – \$125**

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

### **Due April 1<sup>st</sup> – VPK Students – VPK Student Certificate**

- 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 all required documents by the last parent orientation, your student will be transferred to the waiting list.**

## 2020-2021 Tuition Schedules

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

- Must present a VPK Certificate to be enrolled (with no tuition). Additional information at: [www.elcbrevard.org](http://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 1<sup>st</sup> 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 pull-ups are not considered toilet trained and their parent will be asked to keep them home until they are ready to attend school without pull-ups.

### **Older Two-Year-Old Classes (9am – 12pm) - Must be two by April 1<sup>st</sup> 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 Two Year Old Class (9am – 12pm) - Must be 2 between April 1<sup>st</sup> and September 1<sup>st</sup>**

- 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 and 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.*

## Tuition and Fee Payment

### TIMELY PAYMENTS

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. Families may choose to use their checking account or a Visa or MasterCard. A statement is sent to all families before the first of the month as a reminder that Tuition Express will be processed, please check for discrepancies, let us know if you have had a hacked credit card or if it is about to expire.

**Tuition and fee payments** are due by the first of the month. Tuition Express will be processed on or near **the 1<sup>st</sup> of the month**. If the 1<sup>st</sup> is a nonbusiness day, processing will occur on the following business day. **All** payment forms are due by the 1<sup>st</sup> or the next business day. If payment is not received by the **5<sup>th</sup>** of the month, a late charge of \$30 will be added to your account. Payments are calculated by taking the full cost of the program and averaging 10 monthly payments.

The Tuition Express Authorization form will act as the registration deposit for the non-VPK classes.

## Before Care and Lunch Bunch Policies and Procedures

### Lunch Bunch

Lunch Bunch is available to students in the Three-Year-Old classes and in the Four-Year-Old Classes. Lunch Bunch begins at noon and operates until 1:50 p.m. The car loop will open at 1:50 and all children picked up by 2:00. Children participating will bring a lunch clearly marked. All children will start on the playground for about 20 -30 minutes. The two programs are described below.

### Permanent Roster Students

Students will be placed on the roster with most number of days requested first, and descending then 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**.

### 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 5<sup>th</sup> of the month. The preschool will send a reminder statement before the beginning of the month before payment is processed. Accounts will be subject to a late fee of \$30 if paid after the 5<sup>th</sup> of the month. Attendance will be denied if not paid by the 10<sup>th</sup> 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 either participate in 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).

### INFORMATION

	Before Care	Lunch Bunch	Extended VPK
<b>Description</b>	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.
<b>Days</b>	Monday - Friday	Mon-Thur. Days are subject to change. NO LUNCH BUNCH ON FRIDAYS.	Monday-Thursday. Days are subject to change. NO EXTENDED VPK ON FRIDAYS.
<b>Time</b>	8:05am- 8:55am in Room Y7.	12:00pm-1:50pm (when car loop begins).	12:00pm-1:50pm (when car loop begins).
<b>Who May Attend</b>	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.
<b>What to Bring</b>	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

Permanent Roster	Before Care	Lunch Bunch	Extended VPK
<b>5 Days/Week</b>	\$50/month	NA	NA
<b>4-Days/Week</b>	\$40/month	\$120/month	\$140/month
<b>3-Days/Week</b>	\$31/month	\$90/month	\$110/month
<b>2-Days/Week</b>	\$21/month	\$60/month	NA
<b>1-Day/Week (TWTH)</b>	\$12/month	\$30/month	NA
<b>1-Day/Week Mondays</b>	\$12/ month	\$27/month	NA
<b>Drop In</b>	\$5 per day	\$9/day	NA