

SATELLITE BEACH UNITED METHODIST PRESCHOOL

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Revised: 12/1/2022

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2023-2024 Registration and Tuition Information

The **2023-2024 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.
- February 26* Registration Packet due from church members, existing students and siblings.
- March 1st* Registration opens to community. Pre-registered go on rosters at this time.
- April 1st* Current Tuition Express Authorizations must be on file for the Registration/Supply Fee for the two and three-year-old classes. Registration Packets due.
VPK certificates must be on file to ensure placement in the program.
- August 1st* 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?aWtuPTczOTgzMDk2Mzc2NoSWQ9MQ==>
Please include both parents contact information and all persons who will be authorized pickups.

Registration Packet and Supporting Documents Check List

Before a new student 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.
- Tuition Express Authorization**
This form is found on the preschool's website. Registration fees will be processed in April or upon registration.
- Parental Acknowledgement and Disclosure**
This form is found on the preschool's website and must be signed by both parents or guardians.

NOTE: If returning students have current health forms and a current Tuition Express, they do not need to be turned in until they expire.

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 – \$125

- New Student - Paid at time of registration by completing a Tuition Express Authorization.
- Returning Student - Processed through the current Tuition Express Authorization on file, April 15th.
- After April 1st, placement in next year's program is **NOT** secured until the Tuition Express Authorization is on file and fee is paid.

Due April 1st – VPK Students – VPK Student Certificate

- VPK certificates will ensure your child's placement in the program. Additional information at 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 all required documents by parent orientation, your student will be transferred to the waiting list.

2023-2024 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 - \$3650/year Registration fee - \$125

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

- Three-Year-Old's attending 5 Days - \$3650/year
- Three-Year-Old's attending 3 Days (Monday, Tuesday, Wednesday) \$2550/year
- Three-Year-Old's attending 3 Days (Wednesday, Thursday, Friday) \$2550/year

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.

Two-Year-Old Classes (9am – 12pm) - Should be two on or before September 1st of the school year.

Two-Year-Old's do not need to be toilet trained to start a two-year-old class.

- Older Two-Year-Old's attending 3 Days (MTW) - \$2550/year
- Younger Two-Year-Old's attending 2 Days (Thursday & Friday) -\$1900/year.
 - The two-year-old classes will have a slow start the first week of school.
 - Half the class one day and half the class the next day.
 - Some students need a calmer start to their first day of school.
 - The day will be shorter for the first few weeks of school till they adjust to the hours.

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. At this time, please check for discrepancies, let us know if you have had any changes to your credit card.

Tuition and fee payments are due by the first of the month. Tuition Express will be processed on or near the 1st of the month. If the 1st is a nonbusiness day, processing will occur on the following business day. All payment forms are due by the 1st or the next business day. If payment is not received by the 5th of the month, a late charge of \$30 will be added to your account. Attendance will be denied if the fees due are not paid by the 10th of the month.

Payments are calculated by dividing the full cost of the program into equal monthly payments.

At the time the Tuition Express Authorization form is received or April 1st, (whichever is later) the registration fee will be processed for non-VPK classes.

Before Care and Lunch Bunch Policies and Procedures

Lunch Bunch/Extended Day VPK 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. Pickup will begin at 1:50 and must be completed up by 1:55. Children participating will bring a lunch clearly marked. The two programs are described below.

Permanent Roster Students

Students will be placed on the roster with the greatest 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.

Drop In Students

Students may attend based on availability after the Permanent Roster schedule is filled. Drop in charges will be added to your account's 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. Drops In accounts must be enrolled in Tuition Express.

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 1st 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 5th of the month. Attendance will be denied if not paid by the 10th of the month. Chronic late payments will result in a child's ineligibility to participate.

VPK Extended Day 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 play based, and it will be led by one of the VPK teachers. It is an option for VPK students who will sign up for 2,3, or 4-day VPK Extended Day. Depending on the state of the pandemic, Students from 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
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, playground time and Teacher led curriculum-based activities.
Days	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.
Time	8:05am- 8:55am	12:00pm-1:50pm	12:00pm-1:50pm
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

Permanent Roster	Before Care	Lunch Bunch	Extended VPK
5 Days/Week	\$80/month M-F	NA	NA
4-Days/Week	\$64/month	\$140/month M-Th	\$168/month M-Th
3-Days/Week	\$48/month	\$105/month	\$126/month
2-Days/Week	\$32/month	\$70/month	\$84
1-Day/Week	\$16/month	\$35/month	NA
Drop In	\$8 per day	\$12/day	NA