

Parent Information Sheet 2018/2019

Our Philosophy of Learning:

It is the mission of St. Paul's Preschool to create an environment that gives all children the opportunity to learn in a Christ-centered, safe and caring environment. St. Paul's Preschool is a Christian non-profit weekday ministry of St. Paul's Lutheran Church. At St. Paul's we believe that each child is a unique creation of God. In a caring and positive atmosphere, we create a warm and happy place for preschoolers to learn. We believe in educating the whole child, encouraging not only intellectual and social growth, but spiritual growth as well. As we bridge the gap from home to school, we guide children to a continued good self image and seek to minister to both children and families.

Curriculum:

St. Paul's Preschool uses "Portage Project" curriculum. Portage focuses on 5 areas of development in children. 1. Sensory; 2. Communication & Literacy; 3. Social & Emotional; 4. Learning; and 5. Physical Health. Each teacher will also have a guide to assess the student's progress. Each student will attend a Music Class for 30 minutes a week, Chapel for 30 minutes a week, ZUMBA for 30 minutes a week, and playground time for 30 minutes everyday.

Ages of Children Admitted to the Program:

2 ½ years – 4 yrs.– *Children must be the class age by September 30 of the school year to apply.* Children age 2 ½ **do not need** to be toilet trained.

Classes Available & Hours of Operation & Tuition:

2 ½ year olds	Monday-Tuesday (2 days)	\$205	9:30 AM - 12:30 PM
2 ½ year olds	Wednesday-Friday (3 days)	\$305	9:30 AM - 12:30 PM
3 year olds	Monday-Tuesday (2 days)	\$255	9:30 AM - 1:30 PM
3 year olds	Wednesday-Friday (3 days)	\$375	9:30 AM - 1:30 PM
3 year olds	Tuesday-Friday (4 days)	\$475	9:30 AM - 1:30 PM
4 year olds	Tuesday-Friday (4 days)	\$475	9:30 AM - 1:30 PM
4 year olds	Monday-Friday (5 days)	\$540	9:30 AM - 1:30 PM

Tuition Payment:

Tuition is due by the 10th of every month. The deposit of 1 month's tuition will be applied to May of the following year. You may pay online – please go to our website www.splpreschool.org and click on the tuition button at the bottom of the page. The link will take you to Vanco's website. You may set up monthly payments to be taken out of your checking account. Please STOP payments after April, 2019. Your deposit will cover your May Tuition. If you pay by credit card, there is a fee charged. We also accept checks or cash. Please make checks out to SPL Preschool and write your child's name at the bottom of the check in the memo.

Registration Process:

In order to secure a spot for your child for September – please complete the application and attach the registration fee in the amount of **\$75.00. This fee is non-refundable.**

Deposit: A full month's deposit (your child's monthly tuition) is due for new families by March 15. For returning families the deposit is due by May 15th. This DEPOSIT will be applied to cover tuition for the month of May, 2019.

Events Fee: **\$50.00** is also due by March 15 for new families and May 15 for returning families. This fee covers field trips and in-house specials that occur throughout the year for our students.

We must have a **Fairfax County Health Form** completed for all new students with the shot records attached. Please go to our web-site for the Form. A **Birth Certificate or Passport** is also required.

Refund Policy:

Tuition is NOT REFUNDABLE OR PRORATED due to vacations, illness, snow or ice days, or any other closing beyond the control of the Director. Weather related closings are not made up. Absent from school for an extended period for any reason, but expects to return to school, tuition will be charged to reserve the child's place in the program. Otherwise, the vacancy will be filled.

Extended Leave Policy:

If your family travels during the school year, you are responsible for paying tuition in order to hold your child's spot in the classroom.

Withdrawal:

A 30 day written notice is required to withdraw a child from the program. If the Director is unable to fill the vacancy within 30 days, you will forfeit your deposit and any fees already paid. No refunds are made after March 1.

Arrival and Pick-up:

Children are brought into the school in the morning for drop-off. After the 4 year old classes have adjusted, parents are welcome to drop them off at the main door to walk in independently. Classroom doors are opened at 9:30 AM. In the afternoon a carpool system is used to pick-up your child if they are picked-up at 1:30 PM. Students picked up at 12:30 pm will meet their child at the door facing the parking lot.

Snack:

We provide a healthy snack each day and do our very best to avoid foods with additives and sugars. The children are given water to drink.

Lunch: For our 3's, 4's - the children and teachers will have lunch together. Parents are responsible for providing a healthy lunch for their child. (please no sugar, peanuts, or nuts) We are a NUT-FREE school.

School Calendar:

Our school year is from September – May. We follow the Fairfax County school calendar as closely as possible. We also follow Fairfax County in the event of snow or inclement weather. **If Fairfax County is closed the Preschool is closed. If Fairfax County has a two hour delay, the Preschool will be open from 11:30 – 1:30. (All classes)**

Parent Handbook:

Our Parent Handbook is located on our website. Please reference for important information.
Splpreschool.org