



## 2022-2023 Registration Information

- **Currently enrolled families (including all siblings) are able to register online beginning January 18th @ 10:30am. The registration deadline (to ensure class placement) for currently enrolled families is January 30th. Registration for the community will begin January 31<sup>st</sup>,** and space will become limited or unavailable in many classes thereafter.
- **Classes will be filled (online) on a first come, first served basis.** Processing enrollment forms online is convenient for families, while also allowing us to verify the specific time of submission. This information may be needed to determine placement in classes that are in highest demand. Some classes may fill early and your second choice will be given (this happens every year) when necessary. **Please don't hesitate to register if you are less flexible with the days that you need for your schedule.**
- **The registration process is not complete until the online enrollment form has been submitted *and* the 2022-2023 registration fee has been paid (plus the 1<sup>st</sup> tuition payment for Kindergarten only). You will be notified with a confirmation letter/email of your child's class placement no later than February 5th. If you are placed on a waiting list for your preferred class, don't worry. *We still have plenty of time and will make EVERY effort to provide your whole family with class placements that work for you!***
- **For Currently Enrolled Families:** Please review the **2022-2023 Tuition and Payment Information** provided and **look for the link to the online enrollment form** in an email January 18<sup>th</sup> at 10:30 am.
- **For New Families:** Please review the **2022-2023 Tuition and Payment Information** and apply online from our website on January 31st @ [johnscreekumc.org/preschool](http://johnscreekumc.org/preschool). Please contact the director Jackie Grube with any questions at [jgrube@johnscreekumc.org](mailto:jgrube@johnscreekumc.org).
- The first (*second for kindergarten*) tuition payment for 2022-2023 will be due June 1<sup>st</sup>.



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## 2022-2023 Tuition and Payment Information

*Johns Creek UMC Preschool and Kindergarten accepts students without regard to race, creed, sex, religion or national origin.*

CLASS	DAYS Offered	(9) TUITION PAYMENTS	Cleaning Fee	Registration Fee
Toddlers (age 1 by 9/1/2022)	Monday/Wednesday	\$265	\$75	\$175
Toddlers (age 1 by 9/1/2022)	Tuesday/Thursday	\$265	\$75	\$175
Twos (age 2 by 9/1/2022)	Tuesday/Thursday	\$290	\$75	\$175
Twos (age 2 by 9/1/2022)	Monday/Tuesday/Thursday	\$340	\$75	\$175
Twos (age 2 by 9/1/2022)	Monday/Wednesday/Friday	\$340	\$75	\$175
Twos (age 2 by 9/1/2022)	Tuesday- Friday	\$365	\$75	\$175
Threes (age 3 by 9/1/2022)	Monday/Wednesday/Friday	\$340	\$75	\$175
Threes (age 3 by 9/1/2022)	Tuesday/Thursday/Friday	\$340	\$75	\$175
Threes (age 3 by 9/1/2022)	Monday-Thursday	\$365	\$75	\$175
Threes (age 3 by 9/1/2022)	Tuesday-Friday	\$365	\$75	\$175
Threes (age 3 by 9/1/2022)	Monday – Friday	\$390	\$75	\$175
Fours (age 4 by 9/1/2022)	Monday - Thursday	\$365	\$75	\$175
Fours (age 4 by 9/1/2022)	Tuesday - Friday	\$365	\$75	\$175
Fours (age 4 by 9/1/2022)	Monday – Friday	\$390	\$75	\$175
Young Fives (age 5 by 12/1/2022)	Monday – Friday	\$390	\$75	\$175
Kindergarten (age 5 by 9/1/2022)	Monday – Friday	\$455	\$75	\$175 + \$250 (curriculum fee)

*\* There is a sibling discount for Registration fees. The fee for each additional child is \$125.*

### Please review the following TERMS & CONDITIONS:

- All students in Threes, Fours, and Kindergarten classes must be completely toilet-trained and able to independently use the restroom when Preschool begins. Each child should be wearing underwear, not Pull-Ups or diapers, at school. For the purposes of clarification, our definition of fully toilet-trained is the child's recognition of the need to use the restroom; is able to inform an adult of the need to go; enters the restroom on their own; removes necessary clothing with little or no assistance; sits or stands at the commode and handles own hygiene; re-dresses; washes hands and rejoins the class.
- Proof of Immunization must be provided by the start of the school year unless there is a physician approved medical exemption or delayed immunization schedule.
- Teacher Requests may be considered if an older sibling had the teacher. Although every effort is made, not all teacher requests or first choice of classes can be guaranteed.
- Classes are subject to close if minimum enrollment requirements are not met.
- As outlined below, all fees and payments made to Johns Creek UMC Preschool are non-refundable and non-transferable.

### FINANCIAL POLICIES:

Johns Creek United Methodist Church Preschool and Kindergarten operates as a non-profit organization and relies on registration fees and tuition payments for operating expenses. Prompt payment of tuition enables Johns Creek UMC Preschool and Kindergarten to maintain its program with the highest quality and standards.

**PAYMENT SCHEDULE:** The preschool's payment schedule policy is based on a child's commitment to one full school year. Payments include Registration Fees, COVID/Cleaning Fees, and Tuition Payments which are divided into nine (9) equal installments. Payments are due as indicated on the schedule below. **All payments are non-refundable and non-transferable. \*No exceptions**

## 2022 - 2023 JCUMC PRESCHOOL & KINDERGARTEN PAYMENT SCHEDULES

### PRESCHOOL CLASSES

Registration Fee	Upon Enrollment
Tuition Payment 1	June 1, 2022
Cleaning Fee	July 1, 2022
Tuition Payment 2	August 1, 2022
Tuition Payment 3	September 1, 2022
Tuition Payment 4	October 1, 2022
Tuition Payment 5	November 1, 2022
Tuition Payment 6	December 1, 2022
Tuition Payment 7	January 1, 2023
Tuition Payment 8	February 1, 2023
Tuition Payment 9	March 1, 2023

### KINDERGARTEN

Registration Fee	Upon Enrollment
Tuition Payment 1	Upon Enrollment
Tuition Payment 2	June 1, 2022
Curriculum & Cleaning Fees	July 1, 2022
Tuition Payment 3	August 1, 2022
Tuition Payment 4	September 1, 2022
Tuition Payment 5	October 1, 2022
Tuition Payment 6	November 1, 2022
Tuition Payment 7	December 1, 2022
Tuition Payment 8	January 1, 2023
Tuition Payment 9	February 1, 2023

**BILLING SCHEDULE/LATE PAYMENTS/LATE FEES:** All payments are due by the 1st of the month. If payments are not received by the 5th, a \$25 late fee may be applied to your account. If payment is not made by the 15th of the month, an additional \$25 late fee may be applied. If payment is not made within 30 days your child may be considered withdrawn from JCUMCP.

**REFUNDS:** **All payments are non-refundable and non-transferable.** \*See exception below. No refunds will be made for short or long absences. There will be no financial credits due to illness, inclement weather, travel, or any other reason. In the case of extended absence or illness, tuition payments must be paid to maintain a spot in the class. If your child will be absent for an extended period of time, you are responsible for paying tuition due in order to retain his/her placement in our program. Failure to do so will result in forfeiture of your child's spot.

**SCHOOL CLOSING:** \*With the exception of an extended school closure (over 10 school days consecutively) there will be no refunds or make up days scheduled in the event of school closing due to inclement weather or any other unforeseen emergency. JCUMC Finance and Church leadership will consider options for credits or refunds in extreme situations (such as an extended closure due to COVID).

**WITHDRAWALS:** Should it become necessary to withdraw a child from Johns Creek UMC Preschool and Kindergarten, 30 days written notice to the Director is required. **You will be responsible for any Tuition Payments due while your child attends JCUMCP.**

**RE-ENROLLMENT POLICY:** *If a child is withdrawn from the program and returns later in the same school year to re-enroll, it will be treated as a new enrollment.* There will be no credits given from the previous enrollment, including Registration Fee, Tuition Payments or other fees. There are no guarantees that a child will be re-enrolled in the same classroom with the same teacher. Re-enrollment will be allowed on a space-available basis.

**RETURNED PAYMENT FEES:** If a payment is returned to the Preschool for insufficient funds, the Preschool is charged a fee by the bank, therefore there will be a *fee of \$25 assessed by the Preschool for each returned payment.*

**Please retain this page for your records and reference.**