

**ST. TIMOTHY'S PRE-SCHOOL
REGISTRATION PACKET FOR 2023-2024**

Program Hours: 9am to 12 noon; early drop-off at 8:25 for an additional fee

**St. Timothy's and St. Paul's Parishioners 2/19/23
Currently Enrolled and Siblings, Siblings of Previously Enrolled
Monday, February 20-Friday February 24 by Drop Off
General Public
Friday, February 24 by Drop Off (after 9:30 am.)**

Programs Available:	Young 2s Class (~16-28mos)
Tuition:	Mon/Wed or Tuesday/Thursday
Material Fee:	\$155/Month
*With teacher approval	\$65/Year
	<i>Mon-Thurs \$285/month; \$85 materials fee</i>

Programs Available:	2 Year Old Class (24-36 mos)
Tuition:	Monday/Wednesday/Friday
Material Fee:	\$190/Month
*With teacher approval	\$75/Year
	<i>Mon-Fri \$310/month; \$95 materials fee</i>

Programs Available:	3 Year Old Classes
	Monday/Wednesday/Friday, Monday thru Thursday
	Monday thru Friday
Tuition:	\$190/Month Three Day Class
	\$220/Month Four Day Class
	\$240/month Five Day Classes
Material Fee:	\$75/Year (3 Day) \$85/Year (4 day) \$95/Year (5 day)

Programs Available:	4 Year Old Classes
	Monday thru Friday or Monday thru Thursday
Tuition:	\$220/Month Four Day Class
	\$240/Month Five Day Class
Material Fee:	\$85/Year (4 Day) \$95/year (5day)
	4s ENRICHMENT CLASSES ARE ON FRIDAYS

Registration Requirements: Children must reach the age requirement of the requested class **on or before August 31st**. Young 2s will enroll from approximately 16 months of age, based upon developmental readiness and program availability. 3- and 4-Year-Old students should be potty trained. **Newly enrolled students will need to submit a copy of the child's birth certificate and immunization records prior to the start of the school year.**

To begin the registration process for your child, please complete the enrollment application in this packet and return it to the school office. If you have any questions as you review the registration information, contact Leslie Bowman, Pre-School Director, Monday - Friday, 9am-noon at 355-2125, ext. 202 or email preschool@st-tim.org .

ST. TIMOTHY'S PRESCHOOL 2023-2024
REGISTRATION INFORMATION & POLICIES

Section 1: Admission and Age Requirement

Admission is open to all children without regard to race, color, or religious affiliation. Since we are an Episcopal supported preschool, we ask that all children participate in chapel one day a month. The preschool policy is that children will be placed in classes based on their age as of August 31 of the current school year.

Section 2: Application and Registration

We are delighted with our preschool's popularity, and we are honored to have such a positive reputation within our church and community. To provide a fair non-biased enrollment process, St. Timothy's utilizes a four-tiered lottery to determine student placement. The lottery will work by adhering to the following registration tiers:

1. Teacher's children
2. St. Timothy's and St. Paul's members.
3. Currently enrolled students and their siblings; siblings of previously enrolled students.
4. General Public

You do NOT have to be present to participate. However, a completed application must be submitted prior to the lottery for participation in the process. All applications for eligible applicants in tier #1 will be drawn at random and placed in the available preschool spot of choice. Next, all applications for tier #2 will be drawn at random and placed into the available preschool spot of choice. The lottery will continue in this format until tier #4 has been completed. Every effort will be made to accommodate each student in their class of first choice. However, if this class is full, you will be placed in your second choice and put on a waiting list for your preferred option.

REGISTRATION DIRECTIONS

1. Complete the preschool application and return to the preschool no later than 9 am Friday, February 24. ***Please indicate your 1st and 2nd choice for classes.*** Also, please indicate whether you are a teacher (T), parishioner (P), current/previously enrolled (CE), or general public (GP). These options are in the box at the top right corner of the application.
2. Acknowledgement letters will be sent out on March 1st to indicate which class your child will be enrolled in. The acknowledgement letter will serve as your enrollment confirmation.
3. Sign and return the acknowledgement letter to the Director by March 8th. Along with this letter, you will need to send your non-refundable registration fee which is equivalent to one month's tuition. Turning in your registration fee will ensure that your spot will be held. Please contact director Bowman if you need to turn in the registration fee at a later date (252-902-7744 or preschool@st-tim.org).

Additional applications and registration forms may be downloaded from the St. Timothy's web site: www.st-tim.org