

# ST. TIMOTHY'S PRESCHOOL

## REGISTRATION PACKET FOR 2024-25

### Registration opens for

Members of St. Timothy's or St. Paul's Episcopal Church.....	02/18/2024
Currently Enrolled Students and Siblings.....	02/19/2024
Open Enrollment.....	02/24/2024

*All registration forms may be dropped off at St. Timothy's Preschool between 9:00am and 11:30am M-F*

### Young 2s Class (~16-28 mos)

**Programs Available:** Mon/Wed, Tu/Th & Mon-Thu\*  
**Tuition:** \$155/Month  
**Material Fee:** \$65/Year

**\*Mon-Thurs \$290/month; \$85/Year materials (Teacher approval required)**

### 2-Year-Old Class (24-36 mos)

**Programs Available:** Mon/Wed/Fri & Mon-Fri\*  
**Tuition:** \$195/Month  
**Material Fee:** \$75/Year

**\*Mon-Fri \$310/month; \$95/Year materials (Teacher approval required)**

### 3-Year-Old Classes

**Programs Available:** 3, 4 & 5 Day classes available  
**Tuition:**  
\$195/Month 3 Day - Mon/Wed/Fri (9am-12pm)  
\$300/Month 4 Day - Mon thru Thurs (9am-1pm)  
\$335/Month 5 Day - Mon thru Fri (9am-1pm)  
**Material Fee:** 3 Day \$75/Yr, 4 Day \$90/Yr, 5 Day \$100/Yr

**\*M/W/F extended day (9am-1pm) \$260/Month; \$80/Yr materials (Space limited, priority given to younger siblings, approval required)**

### 4-Year-Old Pre-K Classes

**Programs Available:** 4 Day or 5 Day classes available  
**Tuition:** \$300/Month 4 Day - Mon thru Thurs (9am-1pm)  
\$335/Month 5 Day - Mon thru Fri (9am-1pm)  
**Material Fee:** 4 Day \$90/Yr, 5 Day \$100/Yr

**4s ENRICHMENT CLASSES ARE ON FRIDAYS**

### Early Drop Off is available at 8:25am for an additional charge.

**Registration Requirements:** Children must reach the age requirement of the requested class **on or before August 31<sup>st</sup>**. 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 2024-2025**  
**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 23. ***Please indicate your 1<sup>st</sup> and 2<sup>nd</sup> 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 4th 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 indicate on the acknowledgement letter if you will be submitting the registration fee at a later date.

***Additional applications and registration forms may be downloaded from the St. Timothy's web site: [www.st-tim.org](http://www.st-tim.org)***