



Office Use Only	
Date Rec'd _____	Time Rec'd _____
Payment Method: Chk# _____	
Cash _____	Amount Paid \$ _____

Parkway Presbyterian Preschool & Kindergarten

5830 Bethelview Rd. Cumming, GA 30040 678-513-3909

www.parkwaypreschool.com Email: info@parkwaypreschool.com

Please check one:	
Group A _____	
B _____	C _____
D _____	E _____
F _____	

Registration Form for 2012/2013 School Year

Date submitted: _____ Gender: [] Male [] Female

Childs Last Name: _____ First: _____

Parkway Presbyterian Church Member Non-member

Birth date: _____ Age as of September 1, 2012: _____

Address: _____ City: _____ St: _____ Zip: _____

Email: _____ Home Phone: _____

Mother's Name: _____ Father's Name: _____

Mother's Work: _____ Father's Work: _____

Mother's Cell: _____ Father's Cell: _____

For your age group, please mark 1st and 2nd choice

1 st & 2 nd Choice	Class	Ratios	Monthly Tuition & Yearly Snack/Activity Fees	Days and Times
	Preschool 2 years (2 by 9/1/2012)	10:2	\$185 a month Snack \$70/ Activity \$75	Mon., Wed., Fri. 9:00 a.m. - 12:10 p.m.
	Preschool 2 years (2 by 9/1/2012)	10:2	\$150 a month Snack \$50 / Activity \$55	Tuesday & Thursday 9:00 a.m. - 12:10 p.m.
	Preschool 3 years (3 by 9/1/2012)	12:2	\$185 a month Snack \$70 / Activity \$75	Mon., Wed., & Fri. 9:00 a.m. - 12:20 p.m.
	Preschool 3 years (3 by 9/1/2012)	12:2	\$150 a month Snack \$50/ Activity \$55	Tuesday & Thursday 9:00 a.m. - 12:20 p.m.
	Preschool 4 years (4 by 9/1/2012)	12:2	\$235 a month Snack \$90/ Activity \$95	Mon., Tues., Wed., & Thurs. 9:00 a.m. - 12:30 p.m.
	Preschool 4 years (4 by 9/1/2012)	12:2	\$235 a month Snack \$90 / Activity \$95	Mon., Wed., Thurs., Fri. 9:00 a.m. - 12:30 p.m.
	Preschool 4 years (4 by 9/1/2012)	12:2	\$281 a month Snack \$110 / Activity \$120	Monday - Friday 9:00 a.m. - 12:30 p.m.
	Young 5's (5 by 12/31/2012)	12:2	\$281 a month Snack \$110 / Activity \$120	Monday - Friday 9:00 a.m. - 12:35 p.m.

- ✓ This application must be accompanied by the \$100.00 registration fee. You will be promptly notified if your application is not accepted and your registration fee will be refunded. The registration fee is **non-refundable** once your child is enrolled.
- ✓ Preschool registration begins January 9, 2012. Preschool's first day is August 15 and 16, 2012.
- ✓ May 2013 tuition is due May 1, 2012 and is **non-refundable**.
- ✓ Snack and activity are due by June 1, 2012 **non-refundable**.
- ✓ August-April tuition is due by the 1st of each month. A \$15 late fee will be charged for tuition received after the 10th.
- ✓ **Failure to submit payments within 10 days of due date will forfeit your place in our program.**
- ✓ A bank fee of \$29 will be charged on any returned checks.
- ✓ One month's (30 day) written notice is required prior to withdrawal. The notice must be turned into the director. **Failure to provide a one month's written notice will result in you being held responsible for one month's tuition payment.** The snack and activity fees and May tuition fee are **non-refundable**.
- ✓ Certification of Immunization is due August 15th for preschool (forms can be faxed to 770-888-9935).
- ✓ I give permission for my family's name, address, email, and home number to be printed and distributed to parents of the preschool in the form of a class list. This list may not be used for business purposes or solicitation.

Parent's Signature _____ Date _____

Class Placement:

Teacher:

2012-2013 Registration Procedures

All currently enrolled students will have a place in our program, and we will try to honor your first request for days you prefer. Please turn your forms in by the dates stated below. Registration is first come first serve; your form will be time and date stamped so your form will wait in line for you. Please turn in your forms on time and we will record the date/time received.

Group A—Preschool staff and church members currently enrolled—forms due by January 9. Please turn registration form and fee into the preschool/kindergarten office *via your child's book bag* no later than January 9th.

Group B—Non church members currently enrolled —forms due January 11. Please turn registration form and fee into the preschool/kindergarten office *via your child's book bag* no later than January 11th.

Group C—All siblings of currently enrolled —forms due January 13. Please turn registration form and fee into the preschool/kindergarten office *via your child's book bag* no later than January 13th.

Group D—Church members not currently enrolled in preschool—forms due by January 17. Please turn registration form and fee into the preschool/kindergarten office between 9:15 a.m. and Noon no later than January 17th.

Group E—Alumni Registration forms due via mail or drop off by January 18. Please turn in registration form and fee into the preschool/kindergarten office or mail your form. All forms must be received by 9:30 a.m. on January 18th. (Please submit your registration fee in two checks of \$50 and \$50, so that if you are placed on a waiting list we can refund you the correct amount quickly. See below for more information.)

Group F—Public Registration forms due via mail or drop off by January 19th. Please turn in registration form and fee into the preschool/kindergarten office or mail your form. All forms must be received by 9:30 a.m. on January 19th. You will be notified of your child's placement by mail or you may see a posting in the preschool/kindergarten office. (Please submit your registration fee in two checks of \$50 and \$50, so that if you are placed on a waiting list we can refund you the correct amount quickly. See below for more information.)

This application must be accompanied by the \$100.00 registration fee in order to be considered. You will be promptly notified if your application is not accepted and a portion (\$50) of your registration fee will be refunded while \$50 will be kept while you are on our waiting list. If you would like to be taken off our waiting list the \$50 will be refunded. The registration fee is **non-refundable** once your child is enrolled, so please notify us quickly if you wish to be taken off the waiting list. The waiting list fee will become non-refundable if we call you with an opening for your child.

TOURS: Please sign in at the Preschool/Kindergarten office, then go to room 102 for a Preschool/Kindergarten information discussion and short question and answer period.

Monday, January 9 at 9:30 a.m.

Tuesday, January 10 at 9:30 a.m.