

REGISTRATION INFORMATION
2012-2013 Regular School Session
(Wednesday, August 29, 2012—Tuesday, May 14, 2013)

IMPORTANT INFORMATION—PLEASE READ

Registration Procedure

These procedures must be followed. Not following the procedures could result in your child not receiving placement in the program.

- ◆ Registration forms will be collected beginning at 9 a.m. on assigned days. If you need specific days—or combinations of days for multiple children—you may come before 9:00 to get in line. The Parish Hall doors will be unlocked at 7:00 a.m.
- ◆ **NO ONE** is to be in the church building before 7 a.m.
- ◆ One person for each family must be present to register and represent the family.
- ◆ Numbers will be available in the Parish Hall. Take a number and have a seat we will begin collecting forms at 9 a.m.
- ◆ The registration forms will be numbered as they are received and will be processed according to those numbers.
- ◆ **All** registration forms must be complete with registration fee attached.

FOR CHILDREN CURRENTLY ENROLLED
AND THEIR SIBLINGS

All children who are currently enrolled and their siblings will have a space for next year. Registration for those currently enrolled are prioritized as follows:

1. St. Stephen's Church staff, MDO/preschool staff and MDO Board Members
- 1) St. Stephen's Church members currently enrolled and siblings.
- 2) Others currently enrolled and siblings

If you are particular about the day(s) your child attends, you should arrive early to turn in your registration form. Since each class can only have a certain number of children, registration forms will be accepted on a first-come, first-served basis.

Registration Schedule
(School Year 2012-2013)

Tuesday, January 10	Registration for St. Stephen's Episcopal Church staff, MDO/Preschool Staff and MDO/Preschool Board Members
Wednesday, January 11	Registration drop off for St. Stephen's Episcopal Church members currently enrolled and siblings in Parish Hall 9 a.m
Thursday, January 12.....	Registration drop-off for others currently enrolled and siblings in Parish Hall 9 a.m

**FOR FAMILIES WHO ARE MEMBERS OF ST. STEPHEN'S CHURCH
BUT CHILDREN ARE NOT ENROLLED IN PRESCHOOL**

- ◆ Depending on the age of your child, the Mother's Day Out and Preschool Program may have space for your child. We will accept registration forms on a first-come, first-served basis.
- ◆ If you are not accepted to the program, your registration form will be held and your child will be placed on a waiting list. If space becomes available, the director will contact you and give you the opportunity to accept the space. If you do accept the space, your registration form will be processed when your registration fee is received.

**Registration Schedule
(School Year 2012-2013)**

After December 9Pick up Registration Forms at
Preschool Office or Church Office
or access from www.ssepreschool.org

Tuesday, January 24.....Register in Parish Hall - 9 a.m.

FOR ALL OTHERS

- ◆ Depending on the age of your child, the Mother's Day Out and Preschool Program may have space for your child. After St. Stephen's Church members register their children, we will accept registration forms for others on a first-come, first-served basis.
- ◆ If you are not accepted to the program, your registration form will be held and your child will be placed on a waiting list. If space becomes available, the director will contact you and give you the opportunity to accept the space. If you do accept the space, your registration form will be processed when your registration fee is received.

**Registration Schedule
(2012-2013 School Year)**

<p><u>After</u> December 9.....Pick up Registration Forms at Preschool Office <u>or</u> Church Office or access from www.ssepreschool.org.</p> <p>Wednesday, January 25.....Register in Parish Hall 9 a.m</p>

MOTHER'S DAY OUT SCHEDULES

Mother's Day Out (MDO) is for children who are 6-24 months old as of September 1, 2012. We are open from 9 a.m. to 1 p.m. Monday through Thursday. You may register for Monday/Wednesday or Tuesday/Thursday classes. The MDO is closed on Fridays. These are our guidelines:

BABIES

Babies will be 6-9 months old by September 1st. These have birthdays from December 1, 2011—March 1, 2012. There will be a maximum of **three** babies in each class to begin the school year.

CREEPERS

Creepers will be 10-14 months old by September 1st. They have birthdays from July 1—November 30, 2011. There will be a maximum of **four** Creepers in each class to begin the school year.

YOUNG TODDLERS

* **Young Toddlers** will be 15-19 months old by September 1st. They have birthdays from February 1—June 30, 2011. There will be a maximum of **five** Young Toddlers in each class to begin the school year.

OLD TODDLERS

* **Old Toddlers** will be 20-24 months old by September 1st. They have birthdays from September 1, 2010—January 31, 2011. There will be a maximum of **six** Old Toddlers in each class to begin the school year.

* To accommodate all enrolled children and their siblings, birth dates for Babies, Creepers, and Young/OldToddlers may fluctuate, and class division may be finalized after all those currently enrolled have registered.

PRESCHOOL SCHEDULES

Preschool is for children who will be 2-4 years old by September 1st. The Preschool program is open Monday through Friday, 9 a.m.—1 p.m. Each age group will have several classes offered, and each class is limited to a certain number of children. For 2012-2013 we will offer the following:

TWOS*

The two-year-olds are divided into Young Twos and Old Twos. Young Twos have birthdays from March 1—August 31, 2010.

Young Twos:	<u>Schedule Available</u>	<u>No. of children</u>
	Monday and Wednesday	6
	Tuesday and Thursday	7
	Friday Play-day*	

Old Twos have birthdays from September 1, 2009 through February 28, 2010.

Old Twos:	<u>Schedule Available</u>	<u>No. of children</u>
	Monday and Wednesday	7
	Tuesday, Thursday	7
	Friday Play-day**	

* To accommodate all enrolled children and their siblings, birth dates for Young Twos and Older Twos may fluctuate, and class division may be finalized after all those currently enrolled have registered.

** Friday Play-day is available on a first-come, first-served basis to the first twenty (20) Old Twos or Young Twos who are registered in either our Mon.—Wed. **or** Tues.—Thurs. classes!

THREES

Threes have birthdays from September 1, 2008—August 31, 2009.

	<u>Schedule Available</u>	<u>No. of children</u>
	Monday, Wednesday and Friday	9
	Tuesday, Thursday and Friday	18

FOURS

Fours have birthdays from September 1, 2007—August 31, 2008.

	<u>Schedule Available</u>	<u>No. of children*</u>
	Tuesday—Friday	18
	Monday-Friday	9

* There may be up to 11 children in each four-year old class, but each class must have 9 students before additional students are added to each class.

5 K Program

St. Stephen's Preschool offers a 5K program for children who, although eligible to begin kindergarten based on their ages, are not yet ready for a traditional kindergarten setting. Our mission is to provide a one year transitional program between preschool and kindergarten where children can grow, learn and become fully prepared for kindergarten. The class is taught by a teacher certified in early childhood education with the maximum number of students in the classroom being sixteen (16). A teacher's aide will be in the classroom if the student/teacher ratio is greater than 11:1.

The hours for the 5K program are 9 a.m. to 1 p.m. with the extended hour program, Early Bird Program available from 8:00 a.m. to 9:00 a.m. and Tigger Time available from 1 p.m. to 2:30 p.m. (see page 9 for Tigger Time details and page 10 for Early Bird details)


For more information about the program, please call (967-6317) or e-mail (Leslie@ssechurch.org) Leslie Dunlap, Director.


FEES FOR MDO & PRESCHOOL

There are two kinds of fees: Registration and Tuition.

[An activity fee is **included** in the tuition of the four-year-old and 5K classes.]

⇒ **Registration Fee.** This is due when you turn in your registration form..

One child.....	\$150
Two children.....	\$275 
Three or more children.....	\$375

 This fee schedule reflects a \$25 reduction for a second child and a \$50 reduction for a third child. The same reductions occur whether a family registers a child in MDO, Preschool or both.

⇒ **Tuition Fees.** These are due by the 1st of the month and are late after the 10th. If payment is made after the 10th, a \$25.00 late fee will be applied to your balance. Tuition* is based on the number of days per week for which a child is registered.

Two days per week.....	\$170/month
Three days per week	\$210/month
Four days per week (4's only).....	\$255/month
Five days per week(4's only).....	\$290/month
Five days per week (5K).....	\$315/month

*Families with multiple children will receive reductions in tuition, based on the following:

Oldest child:	regular tuition
First sibling::	\$10 reduction of regular monthly tuition
Each additional:	\$20 reduction of regular monthly tuition per child

Make all checks payable to St. Stephen's Preschool

“TIGGER TIME”

*St. Stephen’s Extended Day Program
Ages 2-4 Years*

WHEN OFFERED

*Monday through Friday, 1-2:30 p.m.

*Based on minimum required enrollment

REGISTRATION

- ◆ Registration forms will be available at children’s visitation in August. Registration is ongoing throughout the year.
- ◆ *Register for:*
 - 1) **“Standing Reservation”** for the entire school year or
 - 2) **“Call-in Reservation”** as needed, which is subject to availability.

Fees

1) Standing Reservation

1 day/week	\$40/month
2 days/week	\$70/month
3 days/week	\$95/month
4 days/week	\$115/month
5 days/week	\$125/month

2) **Call-in Reservation** is \$15/day

ACTIVITIES

The activities include reading books, crafts, puzzles, games, songs and outside play each day that weather permits.

FOR MORE INFORMATION

Call Jennifer Bemowski (967-6317)

“Early Birds”

St. Stephen’s Before School Program

All ages accepted

Jennifer Bemowski, Director

WHEN OFFERED

Monday through Friday, 8—9:00 a.m.

REGISTRATION

- ♦ Registration forms will be available at children’s visitation in August. Registration is ongoing throughout the year.
- ♦ *Register for:*
 - 1) **“Standing Reservation”** for the entire school year or
 - 2) **“Drop-off Service”** as needed, no reservation necessary.

FEES

1) Standing Reservation

1 day/week	\$30/month
2 days/week	\$50/month
3 days/week	\$70/month
4 days/week	\$85/month
5 days/week	\$95/month

2) **Call-in Reservation** is \$10/day

ACTIVITIES

The activities include reading books, crafts, puzzles, games, songs and Rec Room play.

FOR MORE INFORMATION

Call Jennifer Bemowski (967-6317)