



December 18, 2018

Dear Families,

Thank you for your interest in Zion's Hill Preschool Program! We hope you enjoyed your visit and time with our staff and found the information we provided useful.

We are beginning our registration process (open enrollment) for the 2019-2020 school year on January 7, 2019 and would be thrilled for you to join us. Enclosed you will find all necessary information and forms to enroll your child at ZHPP.

Submitting registration as soon as open enrollment begins on January 7, 2019 will improve a family's chance of getting their preferred class and days. We will notify all new families about class placement no later than January 31, 2019. If you have any questions, our office staff or Board of Directors will be happy to answer them. Additionally, if you decide not to accept your placement at ZHPP, please notify us by February 21, 2019.

Again, thank you, and we look forward to welcoming you to the ZHPP community!

Best Regards,

Sarah Rondeau
Registration Chairperson



**ZHPP Registration Procedures
2019 – 2020 School Year**

The registration process will be as follows:

Complete the Registration Form (one per child) and **return to ZHPP with your registration fee by Wednesday, January 23rd or sooner.**

Registration is completed using a rolling admission process with first preference given to current families with the greatest number of years at the school.

Program placements will be announced by **Thursday, January 31, 2019**. Actual class lists will be posted at a later date.

If you choose NOT to accept your child's placement, please notify our office by Thursday, February 21, 2019.

ZHPP contracts will be mailed mid-April with the first tuition payment due May 15, 2019.



2019 – 2020 Registration Form

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Please complete and return this application with the non-refundable registration fee of \$150.00 for your first child and \$50.00 for each additional child, payable to ZHPP.

Registering for: 2s 3s 4s 5s (Requires a \$500 tuition payment due upon registration).

Child's Name: _____
Last First Middle Nickname

Child's Birth Date: _____ Gender: M F

Address: _____

City, State, Zip Code: _____

Home Phone: _____ Mom's Cell Phone: _____ Dad's Cell Phone: _____

Mother's Name: (Ms./Mrs./Dr.) _____

Business Phone: _____ Email: _____

Father's Name: (Mr./Dr.) _____

Business Phone: _____ Email: _____

Please provide the phone number and email address to include in the PARENT DIRECTORY:

Phone: _____

Email: _____

Registration Form continued on next page



2019– 2020 Registration Form

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Child's Name: _____ Child's Birth Date: _____

Check all programs for which you are registering:

CORE PROGRAM (9:00 am-12:30 pm):

- 2s: Tues/Thurs Mon/Wed/Fri Mon-Fri
3s: Mon/Wed/Fri Mon-Fri
4s: Tues-Fri Mon-Fri

5s: Mon-Fri
(9:00 am-12:30 pm Mon/Wed/Fri and 9:00 am-3:00 pm Tues/Thurs)

Early Bird (two options):

- 8:00 am-9:00 am: Monday Tuesday Wednesday Thursday Friday
8:30 am-9:00 am: Monday Tuesday Wednesday Thursday Friday

EXTENDED DAY PROGRAMS (12:30 pm-3:00 pm):

Afternoon Adventures for Children Ages 3, 4 & 5*

- Monday: Games and Gadgets 1st session 2nd session full year
Tuesday: Building and Design (not available for 5s) 1st session 2nd session full year
Wednesday: Spanish Language 1st session 2nd session full year
Thursday: Kids' Kitchen (not available for 5s) 1st session 2nd session full year
Friday: Fun with Fitness 1st session 2nd session full year

Extensions for Children Age 2

- Tuesday 1st session 2nd session full year
 Wednesday 1st session 2nd session full year

**Program themes subject to change.*



2019 - 2020 Tuition & Program Fees

	<u>Annual</u>	<u>Quarterly</u>
TWOS		
Two Day Program	\$4,400	\$1,100
Three Day Program	\$6,610	\$1,652.50
Five Day Program	\$11,010	\$2,752.50
THREES		
Three Day Program	\$5,250	\$1,312.50
Five Day Program	\$8,750	\$2,187.50
FOURS		
Four Day Program	\$6,400	\$1,600
Five Day Program	\$8,000	\$2,000
FIVES		
Five Day Program	\$9,860	\$2,465
Non-refundable Tuition Payment due upon registration	\$500	
AFTERNOON ADVENTURES FOR CHILDREN AGES 3, 4 & 5 *		
Monday: Games and Gadgets		
First Session (September - December)	\$519	
Second Session (January - June)	\$678	
Full Year	\$1,197	
Tuesday: Building and Design		
First Session (September - December)	\$559	
Second Session (January - June)	\$798	
Full Year	\$1,357	
Wednesday: Spanish Language		
First Session (September - December)	\$559	
Second Session (January - June)	\$758	
Full Year	\$1,317	
Thursday: Kids' Kitchen		
First Session (September - December)	\$599	
Second Session (January - June)	\$798	
Full Year	\$1,397	



Friday: Fun with Fitness	
First Session (September - December)	\$559
Second Session (January - June)	\$758
Full Year	\$1,317

Drop in rate: \$42/day

Program themes may be subject to change

EXTENSIONS FOR CHILDREN AGE 2

Tuesday:

First Session (September - December)	\$519
Second Session (January - June)	\$798
Full Year	\$1,317

Wednesday:

First Session (September - December)	\$519
Second Session (January - June)	\$758
Full Year	\$1,277

Drop in rate: \$42/day. Cost for contracted full year or session(s) include a 5% discount

Early Bird

Daily Rate (8:00 am – 9:00 am, Monday through Friday, all ages)	\$14
Daily Rate (8:30 am – 9:00 am, Monday through Friday, all ages)	\$8



2019 – 2020 Tuition Schedule & Policies

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Registration Fee: A non-refundable fee of \$150 made payable to Zion's Hill Preschool Program must accompany all registration forms. The registration fee for each additional child is \$50. There is also a \$500 tuition payment due when registering for the fives program.

Tuition Payments: Tuition is paid in four equal installments to Zion's Hill Preschool Program. ZHPP does not send invoices. Families are responsible for timely payments on or before the following dates:

1 st payment due	May 15th
2 nd payment due	September 15th
3 rd payment due	November 15th
4 th payment due	January 15th

Fees: There is a \$25 fee for returned checks.

Late payments will be subject to a \$40 late fee for every seven days tuition is past due.

After thirty (30) days of non-payment, the classroom space will be forfeited for the remainder of the school year without a refund. Members whose accounts are not paid in full by February 15, 2019 will not be allowed to register for the following school year. Please contact the Director in advance of tuition due dates to make arrangements to avoid late payment fees.

Financial Aid: Financial aid is available on a confidential basis to families experiencing financial hardship. We strive to make financial aid available. However, due to budget limitations, Zion's Hill Preschool Program may not be able to provide financial aid to all applicants. Applications for financial aid are available from the Director. Alternative tuition payment plans may be arranged with the Director.

Rolling admission: New family applications will be accepted starting January 7, 2019 on a first come, first served basis. Families can send in an application and a \$150 registration fee and will be notified of admission and program placement by January 31, 2019.

Tuition refund policy: If you withdraw your child from ZHPP prior to the first day of school, you may be entitled to a full refund of tuition paid, less a \$100 withdrawal fee, if the following conditions are met: 1) the Director receives thirty (30) days written notice; and 2) your child's program time is filled by a new member.



2019 – 2020 Tuition Schedule & Policies

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If you withdraw your child from ZHPP on or after the first day of school, you may be released from your remaining tuition obligation only if your child's program time is filled by a new member. No refunds will be given for tuition payments already made.

If you relocate outside of Fairfield County, you may be entitled to a pro-rated tuition refund, less a \$100 withdrawal fee, provided the following conditions are met: 1) your child is withdrawn prior to January 15, 2020; and 2) ZHPP receives sixty (60) days written notice.

If your child is accepted into a special education services program, you will be released from your contract, and your tuition will be refunded on a pro rata basis.

If the ZHPP director determines that it is in the best interest for you to withdraw your child from ZHPP, or withdrawal of your child is necessary because the presence of the child is detrimental to the health or progress of the other children, your tuition will be refunded on a pro rata basis.



2019 - 2020 Program Overview

Core Programs:

Twos

Choice of a two, three or five day program (9:00 am – 12:30 pm) for children who are two years of age by 12/31/19*

Two day class: Tuesday and Thursday
Three day class: Monday, Wednesday and Friday
Five day class: Monday through Friday

Threes

Choice of a three or five day program (9:00 am – 12:30 pm) for children who are three years of age by 12/31/19*

Three day class: Monday, Wednesday and Friday
Five day class: Monday through Friday

Fours

Choice of a four or five day program (9:00 am – 12:30 pm) for children who are four years of age by 12/31/19*

Four day class: Tuesday through Friday
Five day class: Monday through Friday

Fives

The five day program is recommended for children who are five years of age by 1/31/20 and have completed a fours program.* The program runs from 9:00 am - 12:30 pm on Monday, Wednesday, and Friday and 9:00 am - 3:00 pm on Tuesday and Thursday.

Five day class: Monday through Friday

*Exceptions may be made upon request and approval from Director and Board of Directors.

Afternoon Adventures and Twos Extensions: 12:30 - 3:00 pm

Afternoon Adventures are available Monday through Friday for three, four, and five year olds. Afternoon Adventures may be contracted annually or are available for drop-in depending on enrollment and staff availability.

Twos Extensions are available Tuesday and Wednesday. Extensions may be contracted annually or are available for drop-in depending on enrollment and staff availability.

Early Bird 8:00 - 9:00 am or 8:30 - 9:00 am

Available Monday through Friday for all age groups and requires 24-hour notice. You may send breakfast for your child to enjoy.



2019 – 2020 Afternoon Program Overview Afternoon Adventures and Extensions

Afternoon Adventures, our wonderful extended day program for children ages 3, 4 and 5 is designed so your child can learn, play and explore a new skill from our teachers in a caring and nurturing environment. Choose the day or days that appeal to your budding adventurer. The program runs from 12:30 - 3:00 pm Mondays through Fridays and offers focused instruction, snack and playground time. Please note program themes may be subject to change.

Monday: Games and Gadgets

Your child's mind will be enriched through math and science games, books, puzzles, activities, observations and experiments. Special focus will be on visuals and the use of science and math vocabulary.

Tuesday: Building and Design

Watch your child's imagination soar as s/he uses a wide range of materials to build, shape and form new projects. Please note this Afternoon Adventure is not available for children enrolled in the Fives program.

Wednesday: Spanish Language

With the incorporation of songs, music, body movement, stories and games learning Spanish will be loads of fun for your preschooler.

Thursday: Kids' Kitchen

Children will learn how to measure, set a table, prepare new foods, and perform many other kitchen-related functions. Sampling their creations may result in your child eating more fruits and vegetables! Please note this Afternoon Adventure is not available for children enrolled in the Fives program.

Friday: Fun with Fitness

Your child can further develop gross motor skills and utilize our enhanced Movement Room, where basketball, tumbling and climbing abounds. Games to practice skills and expend energy are emphasized.

Drop-In Afternoon Adventures

Afternoon Adventures are offered on a contractual basis for the year, or whenever they suit your schedule. Drop-ins are welcome based on availability. Charges for drop-in extensions are due on the day they are used and must be paid at drop-off time.

Extensions (Twos) For the Twos, we offer an Extended Day (without the Afternoon Adventure curriculum) Tuesday and Wednesday, 12:30-3:00 pm. We find that most of the children fall asleep during the rest period.