



**Arcola Christian Preschool**  
A Ministry of Arcola United Methodist Church  
24757 Evergreen Mills Road  
Dulles, VA 20166  
703-327-7878 x222

## Registration Information 2019-2020

**Openings will be filled on a first-come, first-served basis.**

Please complete the attached registration form and turn it in to Barbara Ladany, Director of Arcola Christian Preschool. When offered placement in the preschool, you will have 48 hours to turn in the registration fee.

- Mail the form to ACP, 24757 Evergreen Mills Road, Dulles, VA 20166
- Scan and e-mail the form to [BarbaraL@ArcolaChurch.org](mailto:BarbaraL@ArcolaChurch.org)
- Slide the form under the preschool office door on Sunday morning

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### **CLASS SCHEDULE** (all classes meet from 9:30am – 12:15pm)

**2 ½ year olds** (must be 2 by March 31, 2019) have the following options:

- Tuesday and Thursday
- Wednesday and Friday

**3 year olds** (must be 3 by September 30, 2019) have the following options:

- Tuesday and Thursday
- Wednesday and Friday
- Monday/Tuesday/Thursday
- Monday/Wednesday/Friday

**4/5 year olds** (must be 4 by September 30, 2019) have the following options:

- Monday/Wednesday/Friday
- Monday/Tuesday/Thursday
- Monday through Thursday mornings (Priority for this 4-day class will be current students who need an extra year of preschool and then those who will be 5 before January 1, 2020.)

### **FEE SCHEDULE**

A **REGISTRATION FEE** of \$135.00 is due upon admission to our program.

**TUITION** for the 2019-2020 school year at Arcola Christian Preschool is listed below. Tuition is to be paid in nine equal installments. The first tuition payment is due May 1, 2019. It is a deposit and will be credited as the May 2020 payment. The remainder of the payments are to be made by the first of each month, August through March, and are applied to the following month's fees.

To ensure we receive timely payments, **we ask that all families make their tuition payments through our [online payment page](#) using an electronic fund transfer or use bill pay through your bank** allowing at least 7 days for processing and delivery. If this presents a problem for your family, please talk with our Director.

#### **Monthly Tuition**

Two-day classes - \$235.00

Three-day classes - \$295.00

Four-day class - \$365



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**2019-2020 REGISTRATION FORM**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_ / \_\_\_ / \_\_\_\_\_ Sex: \_\_\_\_\_  
Last First Middle

Prefers to be called: \_\_\_\_\_ If more than one sibling is enrolling, keep them on same days? Yes \_\_\_ No \_\_\_

**Class for which you would like to enroll your child (please mark your choices in order of preference: 1<sup>st</sup>, 2<sup>nd</sup>, etc.). Do not choose a class you are unwilling to accept.** Arcola Christian Preschool reserves the right to alter the class schedule as listed below based on enrollment demands.

2 ½ year-old (must be turning 2 by March 31, 2019)	3-Year-Old Classes (must be 3 years old by Sept. 30, 2019)	4/5-Year-Old Classes (must be 4 years old by Sept. 30, 2019)
<input type="checkbox"/> Tuesday/Thursday <input type="checkbox"/> Wednesday/Friday	<input type="checkbox"/> Tuesday/Thursday <input type="checkbox"/> Wednesday/Friday <input type="checkbox"/> Monday/Tuesday/Thursday <input type="checkbox"/> Monday/Wednesday/Friday	<input type="checkbox"/> Monday/Tuesday/Thursday <input type="checkbox"/> Monday/Wednesday/Friday <input type="checkbox"/> Monday-Thursday (4 days)

Name of Parents/Guardians: \_\_\_\_\_  
Mother Father

Address: \_\_\_\_\_  
Street City State Zip

E-mail Address (Primary method of communication!): \_\_\_\_\_

Phone Number: \_\_\_\_\_

\*If the class in which you wish to enroll your child is full, your child will be put on the wait list unless you notify the Director, in writing, that you do not wish to continue the process.

**SPECIAL NEEDS:**

Are there any areas where your child needs special support/services? **(Please do not request teachers or classmates.)**

\_\_\_\_\_

\*We feel it is important for our teachers to spend all their time with the children in the classroom. Therefore, it is our policy that all children be fully potty-trained before starting school. (2 ½ year-old must be actively working on training even if not completely trained.)

\*A non-refundable registration fee of \$135.00 is due upon admission to our program. Checks should be made out to Arcola Christian Preschool. The first tuition payment acts as a deposit and is due May 1, 2019. The next tuition payment is due August 1 and monthly thereafter through March 1, 2020.

\*Virginia State Law requires us to view your child's birth certificate before admitting him/her to the preschool.

\*Arcola Christian Preschool admits students of any race, color, and national or ethnic origin.

\_\_\_\_\_  
Signature of Parent Date

FOR OFFICE USE: Date received \_\_\_\_\_ Check # \_\_\_\_\_ Acceptance sent \_\_\_\_\_ Check returned \_\_\_\_\_