



## ST. ALBAN'S PRE-SCHOOL

1 Church Lane, Oakland, NJ 07436

201-337-5928

### MARK YOUR CALENDARS

**Registration for the 2023/2024 school year begins on Tuesday, February 28<sup>th</sup>, at 9 AM for currently enrolled students, siblings & alumni.**

Registration is on a first come, first serve basis.

- † The registration/insurance fee for the 2023/2024 school year will be \$100.00 for currently enrolled students, siblings and alumni. The registration/insurance fee for new students is \$125.00.
- † You will be required to fill out the attached forms (application and financial policy), choose your child's schedule and attach a check for the non-refundable registration/insurance fee. This fee will allow us to process your application.
- † **Please be sure to tell your friends that Registration will open to the public on Wednesday, March 1<sup>st</sup> at 9 am.** We truly appreciate the referrals that you make to our pre-school. The best advertisement is a happy family!

In order to provide the best age-appropriate education, children will be admitted to classes according to the following cut-off dates:

1's class -	Must be 1 to start the program
2's class -	Must be 2 to start program
3's class -	Must be 3 by October 31 <sup>st</sup>
4's class -	Must be 4 by October 31 <sup>st</sup>
TK class -	Must be 5 by December 31 <sup>st</sup>

The director and faculty reserve the right to evaluate and recommend placements that deviate from the above policy.

### SPECIALIST SCHEDULE

<b>MONDAY</b>	AM	<b><i>Cooking</i></b>
<b>TUESDAY</b>	AM	<b><i>Music &amp; Creative Movement</i></b>
<b>WEDNESDAY</b>	AM	<b><i>Read &amp; Create</i></b>
<b>THURSDAY</b>	AM	<b><i>Physical Education</i></b>
<b>FRIDAY</b>	AM	<b><i>Science/ Social Studies</i></b>

**ST. ALBAN'S PRE-SCHOOL  
APPLICATION FOR ADMISSION**

Child's Name \_\_\_\_\_ Boy [ ] Girl [ ] Birth Date \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Preferred E-Mail Contact \_\_\_\_\_

Class:            1's ( )                      2's ( )                      3's ( )                      4's ( )                      TK ( )

<b>CARE CLUB:</b> (circle)	Mon.	<b>FULL DAYS:</b> (circle)	Mon.	<b>HALF DAYS:</b> (circle)	Mon.	AM	PM	
	Tue.		Tue.		Tue.	AM	PM	
	Wed.		Wed.		Wed.	AM	PM	
	Thu.		Thu.		AM: 9-12	Thu.	AM	PM
	Fri.		Fri.		PM: 1-4	Fri.	AM	PM

How did you learn about St. Alban's Pre-School? \_\_\_\_\_

**For Emergency Contact** (If parents/guardians cannot be reached):

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

**FAMILY INFORMATION**

Parent/Guardian's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_

Occupation & Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_

Occupation & Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Phone \_\_\_\_\_

**Other Children in the Family**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian's Signature)

Pre-Enrollment Conference Date \_\_\_\_\_

## ST. ALBAN'S PRE-SCHOOL FINANCIAL POLICY

I hereby contract enrollment for my child \_\_\_\_\_ at St. Alban's Preschool for the school year covering September 2023 through June 2024.

I enclosed a check for the registration fee with this form. I understand that this amount is not refundable.

Tuition for all students is due by the first (1st) of each month. St. Alban's Pre-School reserves the right of refusal to class if tuition is not received. Should tuition be received after the fifth (5th) of the month, St. Alban's shall charge a \$20.00 late fee. If a check is returned from the bank, St. Alban's shall charge a \$30.00 late fee. Any collection agencies costs incurred due to a delinquent tuition account will be the responsibility of the account holder.

Extended care costs are not included in the regular tuition, and, when needed, will be billed separately at the end of each month.

St. Alban's Pre-School reserves the right to refuse or discontinue enrollment of a child when the association is not conducive to the welfare of the school, its teachers, and the other children, as determined by the school administration. All health forms must be returned by the first day of school. Further, the Director reserves the right to dismiss any child from the school upon non-payment of tuition on time or for any other reason. If such action ever becomes necessary, St. Alban's Pre-School will refund a pro-rated amount of the prepaid tuition. Refer to the Expulsion Policy for more information.

No credit or make-up days will be allowed for absences due to illness, withdrawal, religious or legal holidays, snow days or any other reasons. In this unprecedented time, this includes closure of school by federal, state or local authority due to emergent pandemic status.

I contract for this 10-month school program in ten monthly tuition installments. Withdrawal prior to the completion of the school year will result in a contract termination fee equal to 50% of regular tuition due for the remainder of the contracted year and is due and payable in full within 15 days of withdrawal. This termination fee may be appealed to the Rector, Wardens, and Vestry of St. Alban's Episcopal Church whose decision is final.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent's Signature)

Please circle or list the holiday your family celebrates. We will be learning about all holidays.



Other: \_\_\_\_\_