



Date registered: _____
 Payment due: _____
 Check/Cash: _____
 VANCO _____
 Class Assigned: _____

2019 - 2020 Registration Form
Please fill out a separate form for each child

I am an active parish member of St. Brendan the Navigator Catholic Church. (Circle) Yes No

Child's Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Child's Date of Birth: _____ Age in Years on 9/1/19: _____ (circle) boy girl

Parent's Names: _____

Please indicate a 1st and 2nd choice for class placement:

(Classes will only be offered based on enrollment numbers; 2 choices increase probability of class placement; every effort will be made to place child in first choice)

St. Brendan's Preschool MMO (16-23 months)
 Children should be 1 year of age by 5/01/19 and able to walk, drink from a sippy cup and feed themselves finger food by the time they start the program.

Wednesday/Friday Class _____ Tuesday/Thursday Class _____

Preschool Program (2-5 years of age on or before 9/01/19)

_____ Tuesday/Thursday Class (circle) 2's 3's
 _____ Monday /Wednesday/Friday Class (circle) 2's 3's
 _____ Tuesday-Friday Class 3's
 _____ Monday – Friday Class 3's ** (previous preschool experience required & 2nd choice must be made)
 _____ MWF Class- Pre-K 4's- **must have second choice**
 _____ Tuesday- Friday Class Pre-K 4's
 _____ Monday – Friday Class Pre-K 4's
 _____ Monday- Friday Class Young 5's

PLEASE INCLUDE NON-REFUNDABLE REGISTRATION FEE WITH THIS FORM

- Your form, supply, activity and registration fee are required to complete your registration and assign your child a class.
- Fees will be refunded if your child is not placed in one of your chosen classes.

I have read this form and the tuition & fees form carefully for class offerings, fees and tuition. I also understand that a current GA 3231 Immunization form reflecting up to date vaccinations is required while attending SBP.

Parent/Guardian Signature _____
Print Name



2019 – 2020 Financial Policies Agreement

In order to ensure consistency in our program, the following financial policies have been put into place for all families enrolled in St. Brendan's Preschool.

* Tuition and all fees are paid online by check or credit card. Please go to www.StBrendansATL.com/preschool-information and click Online Payment for Preschool Payments to set up your account.

* Tuition is based on yearly operating costs. For your convenience, we allow you to pay your yearly tuition in nine equal payments. **The first tuition payment is due online by July 1, 2019.** The remaining 8 payments are due on the first day of the month (September-April). Enrollment after October 1, 2019 will have a prorated tuition schedule.

*Tuition is due in the office on the first day of each month. Tuition received on or **after the 5 of the month will be subject to a \$20 late fee.**

*It is understood that a child who is admitted to the program is to be enrolled for the entire school year. If you find that you must withdraw from our program for *any* reason the following procedure must be followed:

- **Notify the director in writing of your intention to remove your child from the program at least 30 days before anticipated last day. Notice given after the 10th of the month will require the next month's payment.**

*There is no adjustment or refund of tuition for missed school due to illness, emergency school closings, extended vacations or school holidays.

*Failure to pay tuition in a timely manner may result in your child's removal from our program.

Notice of Receipt of the Financial Policies Form

My child, _____, is enrolled in St. Brendan's Preschool for the 2019-20 school year. I acknowledge that I have received the Financial Policies for the school. I agree to abide by all policies and procedures outlined.

Parent Signature _____ Date _____

Printed Name _____



2019 - 2020

St. Brendan's Preschool Registration Fees and Tuition

All fees and due tuition are non-refundable

Mothers Morning Out "MMO" (Children *should* be 1-year-old by 5/1/2019 and *must* be walking, drinking from a sippy cup and able to feed themselves finger food.)

#of days	Session	RATIO	REG FEE (PARISHONERS)/NP	ACTIVITY/SUPPLIES FEE Due at Registration	9 payments
2	Tu/Th	10:2	100.00/150.00	65.00	195.00
2	W/F	10:2	100.00/150.00	65.00	195.00

2-Year-Old Preschool (Children must be at least 2 years old by 9/1/2019-- no potty training required.)

#of days	Session	RATIO	REG FEE (PARISHONERS)/NP	ACTIVITY/SUPPLIES FEE Due at Registration	9 payments
2	Tu/Th	12:2	100.00/150.00	65.00	195.00
3	M/W/F	12:2	100.00/150.00	75.00	242.00

3-Year-Old Preschool (Children must be at least 3 years old by 9/ 1/2019 & *must be potty-trained.*)

#of days	Session	RATIO	REG FEE (PARISHONERS)/NP	ACTIVITY/SUPPLIES FEE Due at Registration	9 payments
2	Tu/Th	12:2	100.00/150.00	65.00	195.00
3	M/W/F	12:2	100.00/150.00	75.00	242.00
4	Tu-Fri	12:2	100.00/150.00	80.00	278.00
5	M-F**	12:2	100.00/150.00	90.00	315.00

4-Year-Old Preschool (Pre-K) (Children must be at least 4 years old by 9/1/2019 & *must be potty trained.*)

#of days	Session	RATIO	REG FEE (PARISHONERS)/NP	ACTIVITY/SUPPLIES FEE Due at Registration	9 payments
3	MWF	14:2	100.00/150.00	75.00	242.00
4	Tu-F	14:2	100.00/150.00	80.00	278.00
5	M-F	14:2	100.00/150.00	90.00	315.00

Young 5 Year-Olds (Children must be at least 5 years old by 9/1/2019.)

#of days	Session	RATIO	REG FEE (PARISHONERS)/NP	ACTIVITY/SUPPLIES FEE Due at Registration	9 payments
5	M-F	14:2	100.00/150.00	120.00	340.00

Additional Information:

- All fees and due tuition are non-refundable.
- Classes listed above will be offered *if* there are enough students to support each class. Having more than one choice is recommended to guarantee a spot in the program. If placed in a second choice class, child will be waitlisted on first choice.
- A 10% discount will be offered on *tuition* of siblings when more than one child is in the program at the same time. The discount will be given to the younger siblings.



2019 – 2020 Enrollment Agreement

I understand:

- My child will play on the playground and participate in music/movement, Spanish and religion class when offered.
- Children in MMO program must be able to walk, feed themselves finger food and drink from a sippy cup. No bottles.
- Children in the 3's, 4's and 5's classes must be potty-trained.
- If enrollment drops below a level sufficient to maintain the class, it may be necessary to cancel a class. Children enrolled in the cancelled class will be offered a spot in another class from their registration choices.
- St. Brendan's Preschool is not required to be licensed by Bright from the Start and is under the supervision of the Archdiocese of Atlanta Office of Catholic Schools. St. Brendan's Preschool receives at least two Quality Assurance visits per year and operates under Guidelines for Parish Early Childhood Programs.
- I will provide an inhaler or epinephrine auto-injector with a physician's authorization for use if my child has a medical condition requiring an inhaler or epinephrine auto-injector. Inhalers and epinephrine auto-injectors must be provided *prior* to my child's attendance to SBP.
- I will keep a current immunization form (3231) or the required medical exemption paperwork on file at SBP.
- I will read and abide by the policies and procedures in the Family Handbook. A current handbook is available online and is updated each July. Preschool families will be notified of any updates to the handbook. Hard copies are available in the preschool office.
- There is a separate financial policies agreement outlining tuition, fees, and withdrawal procedures.
- It is my responsibility to communicate to the preschool any special services my child has been recommended to be screened and/or is receiving services for speech, OT, PT, behavioral therapy, Babies Can't Wait, etc. If desired, this information will be kept confidential within the preschool.
- As a small, private preschool, our resources are limited. We do not employ any special education teachers on staff and cannot make any guarantee about our ability to provide an adequate and appropriate educational setting for a child with special needs. We will make every effort to accommodate a child's needs; however, when a child's behaviors and/or accommodations prevent us from providing the program described in our parent handbook, it may be necessary for the family to find a suitable alternative program for the child.
- SBP teachers and staff are mandated reporters for the state of Georgia.

Notice of Receipt of the Enrollment Agreement

My child, _____, is enrolled in St. Brendan's Preschool for the 2019-20 school year. I acknowledge that I have read the Enrollment Agreement for the school. I agree to abide by all policies and procedures outlined.

Parent Signature

Date

Printed Name



**Emergency Contact Form
2019 - 2020
St. Brendan Preschool**

Today's Date: _____

Child's Full Name: _____ Gender: Boy Girl

Name child goes by (if different) _____ Date of Birth: ____/____/____

Street Address: _____ Subdivision: _____

City: _____ State: _____ Zip: _____ *Primary Phone #: (____) _____ - _____

Father's Name: _____ Mobile # (____) _____ - _____

Mother's Name: _____ Mobile # (____) _____ - _____

*Primary E-mail Address: _____

2nd e-mail (optional): _____

Names & ages of siblings currently enrolled at SBP: _____

Persons (other than parents) authorized to sign-out or pick up child from school & to call in case of an emergency:

1. _____ Relationship _____ Phone # (____) _____ - _____

2. _____ Relationship _____ Phone # (____) _____ - _____

3. _____ Relationship _____ Phone # (____) _____ - _____

4. _____ Relationship _____ Phone # (____) _____ - _____

Physician's Name and Phone Number: _____ Phone # (____) _____ - _____

Insurance Company _____

***Does your child have a medical condition or allergy of which we should be aware? ____yes ____no

If yes, please list the condition(s):

Emergency Medical Release Form:

In the case of a medical emergency, I give the staff of St. Brendan Catholic Church permission to seek medical treatment for my child listed above. In the case of an emergency, "911" will be called and the child will be transported to Children's Healthcare of Atlanta for treatment. One member of the staff will accompany the child to the hospital and the parents will be contacted to meet the child at the hospital.

Staff members of St. Brendan Catholic Church will not administer any emergency medications (epi-pens, nebulizers, etc.) without written permission of the parents and signed instructions from the child's physician.

Parent/Guardian Signature

Date