

St. Paul PRESCHOOL

1825 Church Lane | 510.233.3080
San Pablo, CA 94806 | www.st-paulschool.org

Preschool Enrollment Information for the 2018-19 school year

January 2018

NOTE: Prior to completing the online Preschool enrollment application, you must complete

- 1) the online Admission Application form** that can be found on our website under the ADMISSIONS tab – select Admissions Process and follow the instructions given under Detailed Application Process,
- 2) pay the \$40 Application Fee** (may be paid online or in person), **and**
- 3) reserve a seat** in the Preschool Parent Interview that will be held every other month at **6:30 – 7:30 pm**. If you are unable to attend this session, please schedule an appointment with the Office.

STEP 1: Prepare Documents

1. Verification of home address: Parent, guardian or caregiver must have **ONE** of the following with their name and address (all documents must be originals & dated within 45 days of enrollment):

- Most recent pay stub **OR** Bank statement (dated within 45 days) **OR** Utility bill

2. Student Age Verification: Students must be 3 years 6 month old by September 1.

- Birth Certificate or Baptismal Certificate

3. Health Requirements (ALL required):

- Immunization Record – use State of California for LIC701 PHYSICIAN’S REPORT form
- One of the following:
 - > Verification of Medical insurance coverage: Insurance company name and policy number
 - > Medicare information

STEP 2: Fill Out Online Enrollment Form and Download Additional Required Forms

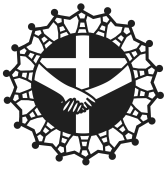
Please go to the ADMISSIONS tab and select Enrollment and follow the instruction.

STEP 3: Submit Printed Forms to Office

- Print the forms **NOT** included in the online enrollment form and bring to them the Office along with your Registration fee. The following is a list of all required forms. As of this date, we do not know if the Diocese will be able to include them as part of the online enrollment form.
 - State of California forms: LIC 627, LIC 700, LIC 701, and LIC 702
 - Family Handbook Agreement (note: the Preschool Family Handbook is different than the TK-8th grade Family Handbook. PS parents should read the Preschool Family Handbook found in the PS section)
 - St. Paul Student - Parent/Guardian Technology User Agreement and Parent Permission form
- > Please be prepared to **pay the \$275 2018-19 school year enrollment fee**.
- > Please remember to bring the documentation asked for in **STEP 1** as well as any other supporting documentation requested.

NOTE: Incomplete Enrollment packets cannot be accepted and your child’s place will not be held

Once we have reviewed your completed Enrollment packet you will receive confirmation of your child’s acceptance. Each family will be sent a **Tuition Confirmation Contract** once all paperwork is completed and reviewed. You must sign and return it to the office by the date specified on your Contract.



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ENROLLMENT FEE and PAYMENT STRUCTURE

Tuition for 2018-19 School Year

Tuition is **non-refundable**. The school's operating budget is based on projected enrollment and the school's financial obligation does not change when students withdraw. **No adjustment** is made because of late registration, absence from class, days when school is not in session, planned closure, leaves of absence or the suspension or dismissal of a student by official action of the school.

A year contract/commitment to attend the preschool is required. If you select the ACH payment option, it will be available starting in September.

If unforeseen circumstances arise a 30-day written withdrawal notice must be provided if your family is to withdraw during the contracted year. If your family leaves 1) before October, one-third (1/3) of your annual tuition will be due, 2) before December, one-half (1/2) of your annual tuition be due, and after Jan 1st the total contracted tuition will be expected to be paid. If due to a unique set of circumstances, a parent or guardian feels that an adjustment or refund is in order, they may request such in writing from the Principal.

The rates below are for regular preschool session as defined by the St. Paul School calendar. **They do NOT include summer session.**

FULL DAY – Regular Session

| Days per week | Times | 10 monthly installment payments beginning in August | Yearly Tuition Fee |
|---------------|-------------------|---|--------------------|
| 5 | 7:00 am – 6:00 pm | \$880.00 | \$8800.00 |
| 3 | 7:00 am – 6:00 pm | \$665.00 | \$6650.00 |

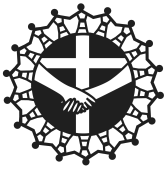
HALF DAY – Regular Session - morning only

| Days per week | Times | 10 monthly installment payments beginning in August | Yearly Tuition Fee |
|---------------|----------------------|---|--------------------|
| 5 | 7:00 am – 12:00 noon | \$675.00 | \$6750.00 |
| 3 | 7:00 am – 12:00 noon | \$450.00 | \$4500.00 |

Students may be dropped off between 7:00 am and 8:15 am. If students arrive **after 8:15 am** they are considered **tardy**. For every five (5) tardies, the parent will incur **one (1) additional PPH/per student**.

Full-day students may be picked up between 3:15 pm and 6:00 pm. Half-day students must be picked up no later than 12:15 pm.

REMINDER: A late pick up fee of **\$1/per minute** is payable to the teacher upon pickup.



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Other Financial Obligations 2018-19 School Year

Each St. Paul Preschool family is required to work twenty (20) Parent Participation Hours (PPH)
If you are unable to fulfill your general PPH, the following is the buy-out option:

1 – 12 PPH valued at \$25.00/hour
13 – 20 PPH valued at \$35.00/hour

If you choose the buy-out option, you must remit full payment no later than **second Friday in December**. Any payment of unworked PPH made after **second Friday in December** will be charged at the rate of \$35.00/PPH.

If the family also has a student(s) enrolled in St. Paul School, the family's preschool PPH obligation will be covered by completing the PPH for St. Paul School.

If you do not complete your PPH prior to the **second Friday in May**, you will be charged \$35.00/hour for any outstanding PPH. CUT OFF for working PPH is ON or BEFORE **the second Friday in May**. If you work PPH after that date, it will be applied to the following school year.

A Preschool family is not obligated to purchase Auction for Education tickets, give to the Annual Giving Campaign or participate in the Panther Pounce - Walk/Run for Health and Education (jog-a-thon) but we encourage you to participate.

Families are required to attend mandatory Town Hall meetings. If a member of your family does not attend, you will be charged **two (2) additional PPH** per meeting missed.

Parents are required to sign up to provide snacks during the day. The teacher will discuss schedules and sign up procedures at the Preschool Orientation scheduled before the beginning of school – see the Preschool Calendar.