

St. Paul's Episcopal Preschool

Celebrating 62 years of quality early childhood education. 1957-2019

520 Summit St., Winston-Salem, NC 27101 1-336-723-4395 Karen Norris, Head of School knorris@stpauls-ws.org

2019 - 2020

Infants (3 mo – 12 mo)

APPLICATION for ENROLLMENT

Number of Days Requested:

- 1 day/week
 2 days/week
 3 days/week
 4 days/week
 5 days/week

- Monday
 Tuesday
 Wednesday
 Thursday
 Friday

Preferred day combinations:

- 1 _____
2 _____
3 _____

List preferences 1, 2, 3, 4, 5 and preferred combinations of days.

CHILD'S NAME _____ (_____)
Last First Middle Name they go by

ADDRESS _____ HOME PHONE: _____
Zip _____ EMAIL _____

SEX: _____ Date of birth: ____/____/____ Age on August 31, 2019: _____ years _____ months

PARENT #1 NAME _____ CELL PHONE: _____
Please give name or nickname that is preferred.

Place of Employment/Position _____ WORK #: _____

PARENT #2 NAME _____ CELL PHONE: _____
Please give name or nickname that is preferred.

Place of Employment/Position _____ WORK #: _____

NANNY/SITTER'S NAME _____ CELL: _____

LOCAL EMERGENCY CONTACT, *after* attempting to reach *both* parents, call: _____ CELL: _____
Name Relationship to child HOME: _____

MEDICAL EMERGENCY: _____ Doctor or practice Phone _____

MEDICAL INSURANCE: Carrier _____ Policy # _____ Group # _____

\$150.00 REGISTRATION FEE MUST ACCOMPANY THIS APPLICATION

Maximum registration fee per family: \$275.00. Make checks payable to **St. Paul's Preschool**. Credit cards accepted (see below).

Children must be three months of age before attending SPP. Children may be moved to the Toddler class after Christmas, or when parents and teachers feel they are ready. Infants who will not be 3 months old by the beginning of school may hold one day at no charge until January 2020. To hold more than one day, a tuition payment equal to the amount beyond the cost of one day is required beginning in September. **Infants may attend 1 to 5 days a week, depending on availability.** Lunch Bunch is available for Infants with advance reservation. In order to guarantee your place, **the first month's non-refundable tuition is due no later than May 15, 2019** (or upon registration at a later date). Tuition is paid one month in advance. Registration fees are non-refundable, except for those moving out of town prior to August 1, 2019. **Overdue tuition fees- SPP will charge a 10% late fee to your account if your tuition is greater than 30 days overdue.**

**Tuition fees: 1 day/week - \$185/month; 2 days/week - \$220/month;
3 days/week - \$255/month; 4 days/week - \$310/month; 5 days/week - \$355/month**

Check Payment Type: *Please note there is a 3% service charge on all credit card transactions.

Bank Draft _____ Check _____ CC _____ Card #: _____ Exp. Date _____

Name as it appears on card: _____ Phone # of cardholder: (_____) _____

Billing address of cardholder: _____ Street City State Zip code

NEWCOMERS PLEASE NOTE—St. Paul's Preschool welcomes families in our community who are not currently or previously affiliated with our church or preschool. You are welcome to arrange a tour of the preschool in advance by contacting the preschool office at knorris@stpauls-ws.org or 336-723-4395. This pre-enrollment worksheet and points tabulation (below) does not apply for newcomers. Openings within the preschool (after affiliated persons have priority registration) will be available for other interested applicants to register on Monday, February 25, 2019 beginning at 9:00 AM. Registration forms may be dropped off in the Preschool Office any time that morning (see box below).

[Non-affiliated out-of-town applications plus registration fees may be mailed (postmarked by February 14, 2019. Email by the same date is an option when paying by credit card. In situations where individuals are moving to Winston-Salem at a later date and are currently living out of town, applications will be processed immediately after those of applicants in line at 9:00 AM on Feb. 25, 2019.]

SPP Registration Worksheet

Thank you for completing the following worksheet to determine your rank for placement in the St. Paul's Preschool registration process. Once the information provided has been confirmed and applications have been reviewed, class assignments will be made in order of point totals. Active parishioners of St. Paul's Episcopal Church will receive priority based on length of membership (see below). As always, any child currently enrolled at St. Paul's Preschool is guaranteed a space (not necessarily first choice) for the 2019/2020 school year.

Every effort will be made to accommodate your wishes and the needs of your children. However, we can no longer honor requests for certain teachers. An attempt will be made to equalize the number of boys and girls in a class, and this may cause the point count to be out of order. Days for Tiny Tots will be matched with those of older siblings. The preschool director, assisted by teachers and/or board members will determine overall placement. In the event of a tie for one remaining space in a class, the following facts (in this order) will be used to determine placement: 1) Total number of years the family has been at St. Paul's Preschool, 2) Parent is a St. Paul's Preschool alum, 3) Child has siblings currently enrolled at SPP, and 4) Child enrolling had a sibling previously enrolled in the class.

Are parents (one or both) active* members of St. Paul's Episcopal Church? _____ Yes _____ No
 If "yes", choose one: _____ **Active*** Parishioner (membership of one year or more) Date joined: _____
 _____ **New Active*** Parishioner (less than 1 year membership) Date joined: _____

***ACTIVE PARISHIONER means participating in Holy Communion at least 3 times a year and making an annual pledge to St. Paul's. The 2018 pledge must be honored (paid) and a 2019 pledge recorded. The Stewardship Office will verify that a pledge has been made and/or paid, but the amount will never be shared.**

POINTS TABULATION (enrollment is on a "space available" basis; classes will not be over-loaded):

1. **Choose only one** of the following (A, B, or C):
 - A) Child registering is currently enrolled **OR** _____ 8 points
 - B) Child registering has a St. Paul's Preschool sibling **OR** _____ 6 points
 (sibling is currently enrolled or has moved on)
 - C) Child registering has a parent who is an alumnus of St. Paul's Preschool _____ 4 points
 Name of parent alum: _____
 2. Parent is enrolling two or more children for the upcoming school year _____ 2 points
 3. Number of **school years**** the family has had any child(ren) enrolled at SPP _____ (1 year= 1 point)
**** regardless of number of children enrolled; ½ point for ½ school year enrolled**
Please list the school years your family has been enrolled at SPP:
 (i.e., 2012/13, 2013/14, 2014/15, etc.)
- GRAND TOTAL OF POINTS**

St. Paul's Preschool 2019 REGISTRATION DATES

by Friday, February 15

Deadline for registration (before new students are added) of **children of active St. Paul's parishioners (communion 3 times/year, paid pledge to St. Paul's, and member more than 1 year), non-parishioner children currently enrolled and their siblings, siblings and/or children of alumni, and new parishioners of St. Paul's Episcopal Church** (less than one year membership). Points must be tabulated (see above) in order for the application to be processed. Applications **plus registration fees** may be hand-delivered or emailed (must pay by credit card) to the preschool office, or mailed (postmarked by February 14th) to:
St. Paul's Preschool, 520 Summit St., Winston-Salem, NC 27101.

**Monday, February 25*
PUBLIC REGISTRATION**

Registration opens to the public at 9:00 AM in the Preschool Office
 (to the left of the "Goodheart Entrance" off the back-parking lot).
Beginning Friday, February 22, 2019 available spaces in each class will be listed on the preschool website [St. Paul's Preschool](http://St.Paul'sPreschool.com) Check there for availability.

*In the event of inclement weather, the date of public registration may need to be changed.
 Call the preschool office (723-4395), check the preschool website [St. Paul's Preschool](http://St.Paul'sPreschool.com)