



REGISTRATION DETAILS 2024-25

Registration for Current Students and SHC Members

Registration for any current students, siblings of students who graduated from our preschool, and/or church members is a 2-step process: 1. Complete and submit an online Student Registration form, which is available on our website; and 2. Select and confirm your child's class by going online to the specific class link and paying your registration fee on **Monday, January 22, 2024, at 8:00 AM**. Registration links for each class offered will be provided to parents on Friday, January 19th via email. If you do not receive the email with the registration links in your inbox by Friday, 1/19/24, please email julie@sugarhillchurch.com to request a copy. The links will not be activated/accessible until 8:00 AM Monday morning, 1/22/24 when registration begins. Be sure to select the right link for the class for which you are wanting to register your child and to confirm the name of the class at the top of the online registration form before completing your registration and paying your online registration fee. You will receive an email confirming your child's online registration after completing the online form and payment. You will receive a second email if your completed Student Registration Form has not yet been received from Adobe Sign, as it is required to finalize your child's registration. **SHC Weekday Preschool cannot be held responsible for anyone being registered in a wrong class or for classes not being available at a later date or time as a result of a parent accidentally selecting the wrong link. All registration fees are non-refundable and non-transferrable at the time of receipt.**

Each class has a limited number of spots available, and registration is taken in the order received. Once a class is full, the class registration form will become disabled, and anyone trying to access that class link will receive a message denoting the class is full, with a recommendation to register for a different class option and to request in the **NOTES** section of the form the name of the class for which you would like your child waitlisted. Waitlisted names taken on the first day of registration often are cleared before school begins in September. Also, waitlists that are formed at registration help us to target additional class needs and make changes as necessary to our classes offered.

Registration for Students/Families New to SHC Weekday Preschool

Tours are available by appointment only. To schedule a tour, please email Jill Garrison at jill@sugarhillchurch.com.

We are currently accepting applications for students/families that are new to SHC Weekday Preschool, and applications will be held in the order in which they are received until Monday, 1/29/24 to allow us to complete our registration process for our current enrollment and church members. If you have multiple children you would like to attend SHC Weekday Preschool next year, please complete a separate registration form for each child attending. The online registration form is available on our website <https://www.sugarhill.church/weekday-preschool/>. On Monday, 1/29/24, we will begin to place new students in the remaining class openings.

Completed online registration forms will not reserve a spot in any class until confirmation is received when registration opens the week of 1/29/24 at which time the **registration fee** equivalent to one month's tuition will be due within 24 hours via online payment to complete and confirm the child's registration. **All registration fees and tuition payments are non-refundable and non-transferable at the time of receipt.**

Additional Fees and School Supplies

Activity/Curriculum Fee (equivalent to one month's tuition) is due July 1st to confirm a child's enrollment and to reserve placement for the beginning of school in September. **This fee is non-refundable, non-transferable at the time of receipt.**

Late registration: The Activity/Curriculum Fee will be added to the monthly tuition fees of any student enrolling after the school year has started unless the parent chooses to prepay in full at the time of registration. However, the Registration Fee is required in full at the time of registration (as well as any monthly tuition due, if applicable) for all students. **All fees are non-refundable and non-transferable at the time of receipt.**

Tuition Payment Schedule: All tuition payments will be **auto-drafted** on the 5th day of the following scheduled months in the 2024-25 school year: July (Activity/Curriculum Fee equivalent to one month's tuition), September, October, November, December, January, February, March, April, and May. It is the parent/legal guardian's responsibility to provide and keep a valid and their preferred payment method in Procare for tuition auto-drafting. The parent will be held responsible for any fees incurred for late tuition or bank penalties incurred due to expired, inactive, or ineligible payment methods. **All fees (registration and activity/curriculum) and tuition payments are non-refundable and non-transferable at the time of receipt. We cannot make exceptions to this policy.**

Other Supplies/Items Needed: Parents will be responsible for providing school supplies (as indicated on a school issued list) before preschool begins in September or when starting school if registering after the school year has started. Each student will also need a lunch box and age/size appropriate book bag, which are to be provided by the parents, to carry daily.

Immunization Records

A current immunization form or exemption on the Georgia Department of Health Certificate of Immunization Form 3231 (or a Georgia approved exemption form) must be provided by **August 1, 2024** (or at the time of registration if after August 1, 2024). This form must be received **PRIOR** to a child attending school and kept updated by the parent for the child to continue attending. If at any time a child's immunization form expires, the form will have to be updated prior to the child returning to school.

Toilet Training

Students attending 3-year and older classes are required to be toilet trained **PRIOR** to attending due to classrooms not having diaper changing stations and in compliance with our 2-adult rule for all classes. If a child is not toilet trained by his/her school start date, he/she will **NOT** be able to attend a 3-year or older class until trained. Parents will have the option of enrolling in a 2-year old class, if space is available, or deferring the child's start date until trained. However, to maintain enrollment in any class, the parent will be responsible for monthly tuition payments to reserve the child's spot.

Medical Conditions and/or Allergies

Students with medical conditions and/or allergies that could necessitate the administering of medication during preschool hours must have a medication form completed and authorized by the child's doctor as well as the medication provided to the school nurse **PRIOR** to the child attending school. Please be advised that for the safety of our students, no child with a serious medical condition will be allowed to attend until all documentation and any potentially life-critical medication has been received by our school nurse. If a parent becomes aware of an allergy, illness, or other medical condition that could potentially require life-critical medication to be administered, such medication and a current pediatrician approval letter must be provided **BEFORE** the child can return to school. Please be advised that it is the parent's responsibility to inform the school promptly concerning any diagnosis, illness, or medical condition and to provide and keep any medication needed as well as the doctor-provided administration information up to date at all times.

Developmental Delays/Special Needs

SHC Weekday Preschool offers general education classes and is therefore not equipped to accommodate all delays and/or special needs, in consideration of the safety, support, and continuing development of each child within our program. Each child will be considered for enrollment on an individual basis. SHC Weekday Preschool reserves the right to terminate a child's enrollment at any time due to any delays, behaviors, and/or special needs which we are unable to accommodate.



2024-25 Classes Offered

All classes attend 9:00 AM – 1:00 PM on their respective class schedule.

*Without exception, a child must be the age of a class as of **September 1, 2024** to be eligible for enrollment in that class.*

Fees Schedule

Registration (equivalent to one-month's tuition) – Due in full at the time of registration

Activity/Curriculum Fee (equivalent to one-month's tuition) – Due July 1st, or if registering late, added to monthly tuition

Tuition – Due on the 5th day of each month of school attendance, September – May

Toddlers <i>Children enrolled in toddler classes are only eligible for one rotation – no more than 8 hours per week.</i>	Class Schedule	Tuition/Month
15 – 24 Months (2 day)	Monday/Wednesday	\$260
15 – 24 Months (2 day)	Tuesday/Thursday	\$260
2-Year Olds	Class Schedule	Tuition/Month
2-Day 2's	Tuesday/Thursday	\$260
3-Day 2's	Monday/Wednesday/Friday	\$285
4-Day 2's	Monday – Thursday	\$310
5-Day 2's	Monday – Friday	\$350
3-Year Olds <i>Toilet training required for eligibility</i>	Class Schedule	Tuition/Month
3-Day 3's	Tuesday/Thursday/Friday	\$285
3-Day 3's	Monday/Wednesday/Friday	\$285
4-Day 3's	Monday – Thursday	\$310
5-Day 3's	Monday – Friday	\$350
4's PreK/Young 5-Year Olds TK <i>Toilet training required for eligibility</i>	Class Schedule	Tuition/Month
4-Day Pre-K	Monday – Thursday	\$310
5-Day Pre-K	Monday – Friday	\$350
Transitional Kindergarten/TK* (5-Day) *Accelerated PreK curriculum for Young 5's. Recommendation Access Code required for online registration.	Monday – Friday	\$350

Transitional Kindergarten: A teacher recommendation, skills assessment, and administrative approval is required for enrollment in a Transitional Kindergarten (Young 5's) class. Teachers provide recommendations and students are evaluated in January to finalize approval for TK registration. If your child is recommended for a TK class, your child's current teacher will reach out to make you aware of this opportunity. If you have interest in this program, we encourage you to contact your child's teacher ASAP and prior to registration. **DO NOT register online for TK without approval or access code.** Any registrations received without the approved teacher recommendation will be removed, and parents will be contacted to select a different class option from any that are still available.