

**St. John's Christian Preschool**  
**4629 Aspen Hill Road**  
**Rockville, Maryland 20853**  
**301-946-4977**

2012-2013

Dear Parents:

We appreciate your interest in St. John's Christian Preschool. Attached you will find an enrollment page and Maryland immunization and health inventory forms for the 2012-2013 school year. If your child attended St. John's in the 2011-2012 school year, you do not have to resubmit the 4-page health inventory forms.

**NO CHILD WILL BE PERMITTED TO BEGIN SCHOOL WITHOUT THESE MEDICAL FORMS ON FILE.** Note that medical forms may be turned in anytime before the start of school, but we need current information. School policy requires children to be toilet trained before entering school. Diapers and "pull-ups" are NOT permissible during school hours; the ONLY EXCEPTION is the 2 year old class.

The enrollment forms must be completed and returned with a non-refundable registration fee of \$75.00 and one month's tuition deposit (for May 2013). Enrollment forms that are not accompanied by the required payment (**CHECKS ONLY-NO CASH**) will not be considered. A child may withdraw at any time, but a written notice must be given 30 days prior to departure to receive a refund. It is important that you indicate a second class choice for consideration if your first choice is full. Staff members may not handle these forms for you.

The priority rating system for enrollment is as follows:

1. Children of members of St. John's Lutheran Church at the time of registration
2. Children presently enrolled in St. John's Christian Preschool
3. Siblings of children presently enrolled in St. John's Christian Preschool
4. Siblings of children who have attended St. John's Christian Preschool in the last 5 years, but not currently
5. Children in the community-at-large

**We will accept PRIORITY enrollment forms (for children in categories 1-4) beginning Saturday, January 7<sup>th</sup>, 2012, from 8-9:00 A.M. in Debra Ball's classroom.** On Saturday the 7<sup>th</sup>, we will accept these PRIORITY forms from parents, guardians, or primary caregivers in-person; we will not accept mailed forms or forms brought in by friends, neighbors, etc. Beginning Monday, January 9<sup>th</sup>, we will continue to accept in-house enrollments in the preschool office during regular school hours or through the mail; however, priority enrollment ratings no longer apply. All enrollments will be confirmed in writing as soon as possible.

A child must be 2, 3, or 4 years of age by **September 1<sup>st</sup>** of the school year to be age eligible to enroll. This requirement applies to all nonpublic schools that are licensed by the Child Care Administration branch of the Maryland State Board of Education. Please be advised that a child must be 5 years of age by September 1<sup>st</sup> to enroll in a public or nonpublic school kindergarten in Maryland.

The Open House for prospective families will take place on Friday, January 13, 2012, from 9:00 A.M. to 12:00 noon. Enrollment for children in the community-at-large will coincide with the Open House and will take place in the Fellowship Hall. All of these enrollments, as well, will be confirmed in writing as soon as possible.

Additional enrollment packets are available in the preschool office, in the narthex, or through the mail upon request. For additional information, please call the office at 301-946-4977.

Sincerely,

Virginia Cameron  
Director

**FEE SCHEDULE FOR 2012-2013:**

<b>3 HOUR PROGRAM 9:00-12:00</b>	<b>EXTENDED DAY PROGRAM 9:00-1:30</b>
2 day class-2's \$264 per month	(not an option)
2 day class-3's \$208 per month	1 Day-\$46 per month additional
3 day class-3's \$312 per month	2 Days-\$90 per month additional
3 day class-4's \$243 per month	3 Days-\$132 per month additional
5 day class-4's \$390 per month	4 Days-\$172 per month additional
Registration fee: \$75.00 (non-refundable)	5 Days-\$205 per month additional