



Celebrating our 34th Preschool Year!

REGISTRATION INFORMATION

September 2023 - May 2024

Thank you for your interest in Pleasant Hill Preschool. We are happy you are considering enrolling your child in our program. Our preschool provides a place where play becomes a tool for learning in a warm, loving environment. We offer small class sizes, experienced and dedicated teachers, and a curriculum that allows children to grow at their own pace. Every child leaves our program with a tremendous self-esteem in their individual abilities and a love for learning.

- Preschool hours are **9:30 am – 1:00 pm**, Monday – Friday
- We follow the Gwinnett County Public School academic calendar for school holidays and school closings.
- Our school year starts in September after Labor Day and ends in mid-May.

If you want a tour of the preschool, please contact the preschool office to schedule a time. (See below for contact information)

The staff and I appreciate your interest in our program!

Talitha Minton
Preschool Director

Phone: 770-476-8716
Email: preschool@pleasanthillpc.org
Website: www.phpreschool.org



CLASSES OFFERED

Children must be 2, 3, or 4 years old by September 1, 2023, to be eligible for that class.

- **2-year-olds (2-day & 3-day): Mon/Wed and Mon/Wed/Fri**
- **3-day 3-year-olds: Mon/Wed/Fri**
- **4 and 5-day 3-year-olds: Mon-Thurs or Mon-Fri**
- **4 and 5-day 4-year-olds: Mon-Thurs or Mon-Fri**

Enrollment Fees: The registration, activity, and cleaning supply fee are due with registration forms to guarantee a spot. One month of tuition must also be paid within 30 days of registering, and we apply this tuition to May 2024's tuition. All fees and tuition payments are non-refundable.

- **One-time Enrollment Fees:**
 - Registration fee: **\$175**
 - Activity fee: **\$100**
 - Cleaning supply fee: **\$25**
- **Monthly tuition rates (due first Wednesday of every month)**

2-day program - \$200

4-day program - \$290

3-day program - \$240

5-day program - \$310

Discounts:

A 20% sibling discount will be applied to the registration fee and monthly tuition for the younger sibling.



DESCRIPTION OF CLASSES

TWO-YEAR OLD CLASS **Student/Teacher Ratio 10:2**

We offer a variety of experiences geared for this stage of development. The curriculum includes circle time, centers, music and movement, outdoor play, Story Time, Chapel Time and Music and Movement. Children will be encouraged to do things for themselves with the oversight and instruction of their patient, loving, and caring teachers.

THREE-YEAR OLD CLASS **Student/Teacher Ratio 12:2**

We offer a wide variety of experiences directed toward the needs of a curious 3-year-old. Social skills, language development, listening skills, sensory, perceptual, fine and gross motor skills are some major goals of this program. Our curriculum is theme based and will allow children to explore and learn at their own pace. Children will be provided with activities that reinforce shapes, colors, letters, and numbers. Circle time, centers, music and movement, outdoor play, Story Time, Chapel Time, and Music and Movement will be part of their schedule.

FOUR-YEAR OLD CLASS **Student/Teacher Ratio 12:2**

Our Pre-K program is designed to meet Georgia standards as we prepare children for kindergarten. We give children the opportunity to think for themselves and gain an even greater self-esteem. Daily classes are full of different and changing activities to allow the children to grow as independent thinkers. Center time is limited to a small number so children can easily learn how to work together with others and problem solve together. Our curriculum is theme based and full of fun activities which include: the use of imaginative play, cooking activities, science experiments, music, language development, and a love for reading and creating their own stories. Our enrichment programs include Story Time, Chapel Time, and Music and Movement.



PAYMENT POLICY AGREEMENT

Preschool tuition is collected in nine equal monthly payments and allows for school closings, national holidays, Thanksgiving, Christmas, and Spring Breaks. No refunds are given for unattended classes. **All tuition payments are calculated based on the total number of days in the school year and then averaged out so that the tuition will be the same each month regardless of the number of days scheduled during the month.**

If your child will be absent for an extended period of time, tuition must be paid in order to hold your child's spot. Should you need to withdraw your child, a one-month written notice must be submitted. If notice of withdrawal is given one month prior, the prepaid May tuition may be used for your child's last month of attendance. There is no exception to this policy, and school breaks are not factored in to the one-month policy.

Monthly tuition payments for September through April are due on the first of each month. One month of tuition must be paid in advance, and we apply this to the month of May, the last month of the school year. May 2024 tuition is due within 30 days of registering. Failure to pay May 2024 tuition in this timeframe will forfeit your child's spot in the program. Monthly tuition payments are non-refundable. May's prepaid tuition may be used for your child's last month of attendance before withdrawal if one-month written notice is given. There is no exception to this policy.

2023-2024 Tuition & Fees	Due Date
Registration Fee, Activity Fee, Cleaning Fee	at registration
May 2024 Tuition Payment	within 30 days of registering
Sept 2023-April 2024 Tuition Payment	The first of every month

You will receive a monthly tuition receipt once payment is made. **Please keep these receipts for tax purposes.**

Payment Instructions:

- After receiving your child's registration form, an invoice will be emailed to you within 48 hours. You can choose to pay either online or with a check or money order.
 - Write a check or money order to Pleasant Hill Preschool with your child's name on the memo line.
 - Use a credit card, debit card, or bank transfer to pay online. The payment link can be found in the invoice emailed to you.

Pleasant Hill Preschool is not a licensed preschool and is not required to be licensed by the state because we fall under the definition "Educational programs for children two through six years of age and operate for no more than 4 consecutive hours per day." PHP carries liability insurance sufficient to protect your child in the event of an injury.



2023-2024 Registration Form

- Your child's age as of September 1st, 2023, determines the class in which he/she will be enrolled.

Please circle the class for which you are enrolling.

2-day 2s M/W	3-day 2s M/W/F	3-day 3s M/W/F	4-day 3s M-TH	5-day 3s M-F	4-day 4s M-TH	5-day 4s M-F
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Child's Name: _____
First Last

Nickname: _____ Sex _____

Date of Birth: _____ Age as of 09/01/23 _____

Address: _____

City: _____ Zip Code: _____

Primary Parent/Guardian Name (first and last): _____

Primary Parent/Guardian Phone (_____) _____

Primary Parent/Guardian Email Address _____

Parent/Guardian #2's Name (first and last): _____

Parent/Guardian #2's Phone (_____) _____

Parent/Guardian #2's Email Address _____

Has your child previously attended a preschool? _____ Where? _____

Is your child potty trained? (Note: children in the 3 and 4s classes must be potty trained and completely independent in the bathroom.)

___ YES

___ NO

___ WORKING ON IT

Does your child speak and/or understand English?

___ YES, speaks and understands English

___ NO, does not speak or understand English

___ SOMEWHAT: speaks and/or understands a little English

___ OTHER: understands English, but does not speak it

Are other languages than English spoken at home? _____

Does your child have any food allergies or dietary restrictions?

☐ YES

☐ NO

If yes, please describe: _____

Does your child have any non-food allergies or other health concern?

☐ YES

☐ NO

If yes, please describe: _____

Does your child have evidence of developmental delays, behavioral issues, speech delays, hearing loss, or vision difficulties? *(Pleasant Hill Preschool does not have the staff or resources to accommodate children having physical, mental, or emotional conditions which requires special supervision or handling and/or require the dedication of special facilities or teachers for the child.)*

☐ YES

☐ NO

If yes, please describe: _____

Preschool Readiness Checklist: these are skills that are required for attending preschool. These are important skills to ensure your child can receive a successful education. If you do not check a skill, please work on it before your child attends.

☐ Is your child able to move himself/herself unassisted from one location to another?

☐ Is your child able to feed himself/herself?

☐ Can your child keep his/her shoes on throughout the day?

☐ Can your child express his/her emotions, needs, and make requests?

☐ Does your child respond to/recognize his/her name?

☐ Can your child follow a simple one-step instruction?

Immunization Forms: Please be advised that an up-to-date immunization record must be on file for all children. You can get this form (3231) from your pediatrician.

The information I have given is correct to the best of my knowledge. I have read the payment policy as outlined by Pleasant Hill Preschool and I understand that all enrollment fees and monthly tuition payments are non-refundable. I also understand that my signature indicates I agree to all fees for the 2023-2024 school year. I understand that a spot is not guaranteed until the \$175 registration fee, \$100 activity fee, and \$25 cleaning fee are paid. I also understand that a copy of my child's immunization form must be turned in.

Signature of parent or guardian

Date