



Celebrating our 33rd Preschool Year!

REGISTRATION INFORMATION September 2022- May 2023

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 will have an **EARLY BIRD** drop-off at 9:00 am, Monday-Friday if we have the minimum of 10 families interested. Please complete the form in this packet.
- We follow the Gwinnett County Public School academic calendar for school holidays and school closings.
- Our first day of school is the day after Labor Day.
 - 2 and 3-day classes: Wednesday, September 7
 - 4 and 5-day classes: Tuesday, September 6

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

The staff and I appreciate your interest in our program!

Beth Goodenberger
Interim Preschool Director

770-476-8716
preschool@pleasanthillpc.org



CLASSES OFFERED

- **2s (2-day & 3-day): Mon/Wed and Mon/Wed/Fri**
- **3-day 3s: Mon/Wed/Fri**
- **4 and 5-day 3s: Mon-Thurs or Mon-Fri**
- **4 and 5-day 4s: 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 prepaid tuition to the month of May.

- **One-time fees:**
 - Non-refundable 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 PROGRAMS

Two-Year Old Program Student/Teacher Ratio 10:2

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

Three-Year Old Program Student/Teacher Ratio 14:2*

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/movement, outdoor play, story time, chapel time, and Fit Kids exercise program will be part of their schedule.

Four-Year Old Program Student/Teacher Ratio 14:2*

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 storytelling, Fit Kids exercise program, and chapel time.

**Class sizes may change depending on COVID surges*



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 thirty-day written notice must be submitted.

Monthly tuition payments for September through April are due on the first Wednesday 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 2023 tuition is due within 30 days of registering. Failure to pay May 2023 tuition in this timeframe will forfeit your child's spot in the program. After the month of September, May tuition is non-refundable.

2022-2023 Tuition & Fees	Due Date
Registration Fee, Activity Fee, Cleaning Fee	at registration
May 2023 Tuition Payment	within 30 days of registering
Sept 2022-April 2023 Tuition Payment	first Wednesday of each month

You will receive a monthly tuition receipt once payment is made that will show your balance of amount due. **Please keep these receipts for tax purposes.** Our Tax ID# will be on these receipts.

Payment Instructions:

- 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 on our website under the Registration tab. Type your child's name in the memo line and check the box to help offset processing fees.
 - If you pay by credit card and do not check the box to pay the processing fee, **you will be assessed** for the fee. **We strongly encourage that if you pay online, please do so through a transfer from your bank account.**

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.

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 healthy 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?

Does your child wear a face mask for up to an hour at a time?

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 the registration fee is non-refundable. I also understand that my signature indicates I agree to all fees for the 2022-2023 school year. I also understand that a copy of my child's immunization form must be turned in.

Signature of parent or guardian

Date



Become an Early Bird!

**Early Birds are dropped off at the preschool at 9:00 a.m.
Monday-Friday to play and have fun before the school day begins!**

We will begin Early Birds on Monday, September 12th (the 2nd week of school). **You must commit to Early Birds for a semester at a time.** No refunds will be given. You will walk your child into the church where a teacher will be waiting at the main office.

September-December Early Bird Sign Up

Child's Name: _____

Teacher: _____

One day per week (\$10 for the month)

Select One: Mon. Tues. Wed. Thurs. Fri.

Two days per week (\$20 for the month)

Select Two: Mon. Tues. Wed. Thurs. Fri.

Three days per week (\$30 for the month)

Select One: Mon. Tues. Wed. Thurs. Fri.

Four days per week (\$40 for the month)

Select One: Mon. Tues. Wed. Thurs. Fri.

Five days per week (\$50 for the month)

Select One: Mon. Tues. Wed. Thurs. Fri.

Payment will be due with your monthly tuition on the first Wednesday of each month, or you may choose to pay for the semester in full. Refunds will not be available for Early Birds.