

## Registration Information

We are pleased your family is considering Parkway Presbyterian Preschool and Kindergarten for your child's preschool experience. It is not an honor we take lightly. We sincerely hope this information will answer many of your questions concerning our preschool.

Our preschool classes and their hours of attendance are as follows:

- 2s (9am-12:10pm): Mon/Wed/Fri (3 days) or Tues/Thurs (2 days)
- 3s (9am-12:20pm): Mon/Wed/Fri (3 days) or Tues/Thurs (2 days)
- 4s (9am-12:30pm): Mon-Thurs (4 days) or Mon-Fri (5 days)
- Young Fives (9am-12:40pm): Mon-Fri (5 days)
- Kindergarten (9am-12:45pm): Mon-Fri (5 days)

Registration Procedures:

Registration will take place beginning on **Tuesday, January 17, 2023 at 9 a.m.** You may download the [registration form](#) on our website ([www.parkwaypreschool.com](http://www.parkwaypreschool.com)) on Sunday, January 15, 2023 and fill it out **completely**, indicating your first two class choices. If you choose not print out a form, you may come into the preschool beginning 8:45am on January 17, 2023 to complete a form in person. Included with your registration form must be a check or money order made payable to PPP&K for \$150 or cash for the same amount (our registration fee). If you are registering more than one child, please complete one form for each child and separate forms of payment for each form you bring in. Registration Forms will not be accepted without the accompanying payment of the appropriate registration fee. **We accept only check, money order, or cash for the NON-REFUNDABLE registration fee.** The Preschool reserves the right to withdraw a child from the program if the information provided is incorrect.

*This year, registration will take place at the very back of our rear parking lot where we will have a tent set up. We ask you to bring your own writing utensil.*

*Since this will be held during our regular morning carline time, we ask you to approach carefully, park in back of lot away from most of the traffic and watch for cars when approaching the tent. We suggest parking prior to the 8:45 start time of carline to prevent confusion.*

When you drop off your registration form and fee, it will be time stamped and dated. Your form waits in line for you. Our classes are placed with priority placement in the following order and on the dates indicated:

Group A- staff and church members who are currently enrolled (placed 01.23.23)

Group B- currently enrolled students (placed 01.27.23)

Group C- siblings of currently enrolled students (placed 01.30.23)

Group D- members not enrolled (placed 02.02.23)

Group E- alumni (placed 02.02.23)

Group F- public (placed 02.03.23)

If the first choice class you desire for your child is full, your child will be registered for your second choice class and his or her name will be put on the waiting list for your first choice class. If you are placed in either your first or second choice, your registration fee will NOT be refunded. No exceptions. If you only have a first choice, you need to clearly state that.

**\*PLEASE NOTE\*** New students enrolling in our program will not be fully enrolled until they have completed a screening by someone from PPP&K. These appointments will be made via email or phone and must be completed before your child is considered fully enrolled. These screenings will take place on March .

*Once your child is placed in your first or second choice, your registration fee will be deposited, and at that point, becomes non-refundable. A notification will be mailed to you and you will be notified of your child's class placement at the end of February. New students' official placements will be confirmed upon screening completion.*

If you are interested in knowing class availability after all placement dates have ended, you may call the preschool office at 678.513.3909 between 9:30 a.m. and 1:00 p.m. or send an email to [director@parkwaypreschool.com](mailto:director@parkwaypreschool.com)

#### **Waiting List:**

When a space is not available for your child in your first choice class and your child is enrolled in your second choice class, your child's name will be placed on the waiting list for your first choice class.

You will be called as soon as a space is available and allowed 24 hours to notify us before we offer the space to someone else. If your phone number changes while you are waiting to hear from us, please let us know.

If our classes are full, we are happy to place your child's name on any of our waiting lists. You can do that over the telephone at 678.513.3909.

#### **Fees:**

Our Registration Fee is \$150, payable by cash, check, or money order. The payment of this non-refundable fee is required to secure a space in a class. These fees are due at the time of registration. Registration fees are used to cover expenses for the following: administrative processing, school bag and red folder, back to school informational mail-outs, and other various expenses.

#### **Payments:**

All tuition payments made to the preschool should be made payable to PPP&K by cash, check or money order. Automatic bank payments may be setup for monthly tuition. We are also able to set up PayPal invoices, but note that families will be responsible for the additional 2% charge added by PayPal. Please see Ms. Jami, our bookkeeper, for further details.

#### **Tuition Payment Schedule School Year 2023-2024:**

May 2024 tuition will be due on or before May 1, 2023. This is paid one year in advance. Snack and activity fees are due on May 1, 2023. All remaining tuition fees are due on the first of the month, beginning in August, and are considered to be late on the 10<sup>th</sup>, requiring an additional late fee of \$10.

2022-2023 Tuition Rates and fees are as follows:

Days Attending	Monthly Tuition	Snack Fee	Activity Fee
Tues/Thurs	\$225	\$55	\$70
Mon/Wed/Fri	\$260	\$75	\$90
Mon-Thurs	\$305	\$100	\$115
Mon-Fri	\$365	\$120	\$140
Kindergarten (\$200 registration fee)	\$410	\$120	\$185

Should a student need to withdraw, we require thirty days written notice. These fees serve as the required notice and therefore are non-refundable once paid to the preschool.

**Thank you for your interest in Parkway Presbyterian Preschool and Kindergarten. For further details or with additional questions, please call 678.513.3909 between 9:30am-1pm Monday-Friday or email [info@parkwaypreschool.com](mailto:info@parkwaypreschool.com).**

# General Information

## Start of Day

The preschool office hours are 8:30 a.m. - 1:00 p.m with school beginning each day at 9am. When Forsyth County Schools have Early Release Days, our preschool hours are 9:00 a.m. - 11:00 a.m. We utilize morning and afternoon carpool to bring children in and out of the school. Children are to use a red Parkway tote that is issued to them, with their name, their first year with us.

## Philosophy

Our preschool is a developmental preschool in which each child is given the opportunity to progress at his or her own level. We believe each child is a unique individual with his or her own pattern of growth and development. We strive to maintain a well-rounded program, which provides worthwhile and happy experiences in daily Christian Living. Our curriculum inspires investigation, exploration, manipulation, and creative expression. Our goal is to help each child build a positive self-image by providing opportunities for social, emotional, physical, intellectual, and spiritual growth. Each child will leave with Jesus in their pocket.

## Special Needs

Our school loves all children just as their Creator has made them. We are a private preschool with wonderful teachers who love each student, but they are not all trained to be able to adequately care for a wide variety of needs in the classroom. Without prior consent of the Director or the Preschool Board, the preschool cannot accommodate children with physical, mental, or emotional conditions which may require special supervision, handling, or the dedication of special facilities for them. If a specific need beyond our ability becomes apparent during the school year, the preschool may have to withdraw a child. Parents are expected to notify the staff of specific allergy or food restrictions. Our school is a *NUT FREE SCHOOL*. This information should always be included on registration forms and discussed prior to the beginning of school with the director.

## School Calendar

Parkway Preschool follows a similar calendar to the Forsyth County Public School System. When there is a Forsyth County School holiday or closure, we

will be closed. When FCS has an early release, we also have an early release. If they have a late start, our preschool is closed. Our school year begins mid-August and ends in mid-May. In case of inclement weather, we will close whenever Forsyth County Schools close. We do not make up inclement weather days.

### **Outside Time**

All classes play outside on a daily basis weather permitting (32 degrees and above, considering wind chill).

### **Curriculum**

Children age two years through Young Fives are taught a play-based Christian curriculum. Children learn through circle time, play centers, projects and specials offered through the preschool. Our curriculum is a progressive curriculum that builds upon itself as children grow each year. We use some wonderful commercial curriculums such as Handwriting Without Tears and Zoo Phonics, but others are pulled from many different resources to create one balanced program. Our age level teachers all plan together and plan activities that support the curriculum so that they create experiences that are similar between classes while still maintaining the teacher's individuality.

Our age requirements follow Forsyth County Schools, requiring that the child turn the age of the program they are entering on or before September 1<sup>st</sup> of that school year. Young Fives students must turn five before December 31<sup>st</sup> of the year they enter the program. Kindergarten students must turn five on or before September 1<sup>st</sup> of that school year.

Kindergarten uses the pacing guide set forth by Forsyth County Schools and uses a variety of curriculum such as Handwriting Without Tears, Saxon Phonics, Handwriting Without Tears, and Math Their Way to meet each standard.

### **Specials**

Your child will experience Music and Movement once a week with Ms. Kara. Music encompasses learning a wonderful mix of songs, rhythms, instruments, and activities. Movement focuses on large muscle groups and provides another experience to focus on coordination, control, and mastery of skills like hopping, skipping, balance, jumping, and many other things. Fours, Young Fives, and

Kindergarten will go to Spanish one day a week with Ms. Kitty. Throughout the year we have special visits from outside guests. Mother Goose, firefighters, and dental visits are some of our favorites, and vary from year to year. The children love having guest visitors come into their preschool and classrooms.

We have programs at Christmas and End of Year that are a special treat for families to attend. Everything in preschool is a celebration, but we invite parents to attend our Fall Celebration in October, Birthday Parties for Jesus at Christmas, Donuts for Dads in January, Muffins for Mom in the spring, Easter Celebration in the spring, and End of Year Celebration in May. Other celebrations are simple snacks or activities and are done in the classroom with teachers and students. We do allow special birthday treats to be sent in as long as they are NUT-FREE.

### **Christian Education**

We seek to integrate a spiritual and Christian dimension in all areas of learning. Your child will have Chapel weekly in which they are taught Old and New Testament Bible stories, prayer and Bible songs. Pastor Jay, Ms. Shannon, Ms. Erica, Ms. Lisa, and Ms. Jami lead our chapel, along with other ministers on our church staff.

### **Our Teachers**

A number of our teachers have been with the preschool for many years and have or have had children in this program. Teachers are hired based on their work experience and recommendations and have often served as substitute teachers before joining the staff. Teachers are required to have CPR and First Aid training and take ten hours of continuing education classes each year. We conduct background checks yearly on all teachers.

\*Parkway Presbyterian Preschool and Kindergarten is a non-discriminatory school. We accept children without regard to sex, race, creed, color, or national origin.

Please contact Erica Shaddix (Director) at 678.513.3909 or [director@parkwaypreschool.com](mailto:director@parkwaypreschool.com) for more information.