

Policy Form

Revised 3/7/17

The completed registration form, non-refundable registration fee (**with the child's name at the bottom of the check**) and signed inclusion policy statement should be returned as soon as possible to ensure placement in your desired program.

The Health Certificate should **not** be completed earlier than June 1. All health certificates are due **before** the opening day of school. You may bring the Health Certificate when your child comes for phase-in day in August. **Children will not be allowed to begin school without a current Health Certificate.** For families who enroll after the beginning of the school year, Health Certificates are due within the first four weeks of school attendance.

Your child will be placed in the program you request as long as space is available. If your first program choice is not available, you will be contacted to arrange another available program for your child. In order to best serve our students, the director will determine the composition of each class and will make class assignments.

To hold your child's space in the desired class, a non-refundable tuition payment for September 2017 is due on or before May 17, 2017. The remaining 8 monthly tuition payments are due on the first day of each month, beginning in October 2017. IMPORTANT: in the event the advance tuition is not paid during May 2017 your child's space will be released for another child. Also, past due tuition and fees must be paid in full by May 17th in order to keep your child's space for the 2017/2018 school year.

Teachers will call or email parents prior to August 28th with information about the following:

- Kindergarten Parent Orientation (adults only) on August 21st at 6:30 p.m. in the Sunday School Classroom beside the kindergarten classroom.
- The kindergarten teachers will contact you about phase-in days prior to the first school day, August 28th.
- Pre-school Parent Orientation (adults only) in the Fellowship Hall on Monday, August 29th at 6:30 p.m. followed by classroom-specific/age-level orientation in classrooms. The first day of pre-school is September 5th.

If you have any questions concerning registration of the programs offered, please contact the school at: 704-864-2651 x111 or pws@fpcgastonia.org.

Two Year Old	Three Year Old	Four Year Old	Kindergarten
3-Day Program, \$225	3-Day Program, \$225	3-Day Program, \$225	-----
-----	4-Day Program, \$240	4-Day Program, \$240	-----
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10% Family Discount for the 2nd or additional child/children's tuition

First Presbyterian Church Member non-refundable registration fee \$65.00; there is a 10% tuition discount.
Non-Member non-refundable registration fee \$75.00.

Thank you for your confidence and commitment to Presbyterian Weekday School! We are looking forward to an enjoyable year of learning and growing with your child in 2017-18.