



Enrollment

A child must be three years old before September 1st and toilet trained at the time of entrance to be considered for enrollment. A child with special needs is welcome, providing the educational program, facility, and staff qualifications will meet the needs of the child.

Classes are filled according to the date the enrollment application is received in the school office. When a class is filled, a waiting list will be initiated to fill any vacancies as they occur. The enrollment in the classes will be limited to a number that will ensure each child the benefits of personal attention and adequate supervision. The number of children in each class will comply with the staff-child ratio required by the Colorado Department of Social Services.

At the time of enrollment, a \$30 registration fee will be collected to reserve your child's place in the class and purchase supplies. This is an annual, non-refundable fee.

Required Forms for Admission

According to state law, each child shall have on file the following information:

1. Registration/Personal Information Form
2. Emergency Information and Medical Release Form
3. Health Record and Certification of Immunization

Please notify the preschool of any changes in home or business telephone numbers, addresses, medical concerns, etc.

Tuition

1. We try to keep our tuition as low as possible. Payment is divided into nine installments. Payment is not contingent upon the number of days attended each month.
2. The school depends on each month's tuition to pay its current expenses. Preschool payments are due the first of each month and no later than the 10th. There will be a late fee of \$5.00 assessed to all accounts not paid by the 10th day of each month. Please help us by being prompt.
3. If you need to pay on a different schedule, please make arrangements with the director.
4. No credit for absences will be given except for a stay in the hospital or a prolonged illness. No credit is given for scheduled school holidays and vacations. Parent-Teacher Conferences are considered school days.
5. There will be a \$4.00 extra charge for children brought to school early or not picked up at the regular dismissal time.