

HAYES BARTON BAPTIST PRESCHOOL

January 2010

Thank you for your interest in our preschool program. This information is designed to help you determine when and how you should register your child(ren) for the 2010-2011 school year. Please read the instructions entirely before you complete your registration form. Please feel free to call us at 833-7125 or email bdickinson@hbbc.net if you have any questions.

PROGRAM INFORMATION

Our school year begins the Tuesday after Labor Day ending the Wednesday before Memorial Day. We operate from 9:30 a.m. – 1:00 p.m. Monday through Friday. In addition to the regular classroom experience, all children receive instruction in Music and Creative Movement. Children in our three-year classes and above also have weekly chapel and Spanish time. All children bring a healthy lunch from home each day.

REGISTRATION DATES & PRIORITIES

Registration for the Hayes Barton Baptist Preschool (HBBP) 2010-2011 school year will be divided into the following four categories:

- **First Priority:** Currently enrolled students— begins Monday, January 25, 2010.

All currently enrolled students are guaranteed a spot (not a specific class) if registration is **received by** January 25 at 1:30 pm.

- **Second Priority:** Siblings of currently enrolled students— begins Monday, January 25, 2010.

Priority in this category is based on the length of a family's **continuous** enrollment, with the earlier dates of initial enrollment receiving the higher priority.

- **Third Priority:** Church members not currently enrolled— starts Thursday, January 28, 2010.

Priority in this category will be given to any church member whose child has been on the current year's waiting list, with no opportunity for enrollment during the year.

- **Fourth Priority:** General Public—starts Monday, February 1, 2010.

Priority in this category will be given to any family whose child has been on the current year's waiting list, with no opportunity for enrollment during the year.

In order to be eligible for First or Second Priority status, currently enrolled students and siblings must submit a complete registration application and fee to the HBBP Director's Office **by January 25th at 1:30 pm**. All forms received on or before January 25th by 1:30pm will be dated January 25th and will be considered First or Second Priority, respectively. Currently

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enrolled students will be placed first and then siblings of currently enrolled students will be placed. Forms received after January 25th at 1:30pm will be dated with the following day's date and will be considered with the next priority group.

Church members who are not currently enrolled must submit a complete registration application and fee to the HBBP Director's Office **by January 28th at 1:30pm**. All forms received on or before January 28th by 1:30pm will be dated January 28th and be considered Third Priority.

Forms received after January 28th at 1:30pm will be considered with the general public on February 1st. All families will receive notification of their child's enrollment status **via email** within 48 hours of the close of their priority group's application deadline or receipt of your application if after February 1st, 2010.

REGISTRATION FEE

The registration fee is equal to one month's tuition but it is not applied toward tuition. This fee is non-refundable once your child has been placed. If classes are full, this application will remain on our waiting list until an opening is available. When you are notified of an opening, you will have 48 hours to accept it. If you do not respond within 48 hours, your application will be returned to the waiting list and you will forfeit your registration fee.

TUITION

Tuition for HBBP is payable in 9 equal payments. Advance payment for September tuition is due **May 1, 2010**. If the first payment is not received by **May 7, 2010**, your child will be considered withdrawn, and the space will be given to another child, unless arrangements have been made with the director. Subsequent tuition payments are collected one month in advance and are due the first week of each month (September through April) and must be received by the 7th of the month to avoid an assessment of a \$15 late fee per child.

The HBBP Board has approved the following tuition rates for the 2010-2011 school year:

One Day/Week	\$130 monthly
Two Days/Week	\$185 monthly
Three Days/Week	\$220 monthly
Four Days/Week	\$245 monthly
Five Days/Week	\$285 monthly

Tuition may be paid ahead if so wished. There will be no refunds or credit given for days missed for any reason including sickness, vacation or the closing of school for inclement weather. Checks should be made payable to HBBP with your child's name on the memo line. Payments may be dropped off in the basket on the desk of the Preschool wing, the preschool director's office, or mailed to:

Hayes Barton Baptist Preschool
1800 Glenwood Avenue
Raleigh, NC 27608

In addition, you may set-up online payment with your banking institution. Please contact the preschool director for additional details. Scholarship information is also available upon request.

MEDICAL INFORMATION

All emergency forms and a copy of your child's current immunization record must be completed and returned prior to the first day of school.

For health reasons and because of room constraints, all children in the three-year-old classes must be completely potty trained before the first day of school. No Pull-Ups are allowed.

HBBP is an *Allergy Aware* School. If your child has any food allergies, you will be required to have an Allergy Action Plan on file by the first day of school. To provide the safest environment for all children, we may ask you to limit the foods you send to school with your child.

If you have any questions, please contact us at 919-833-7125 or bdickinson@hbbsc.net.

Thank you for your interest and support of our program. We are grateful for the opportunity to share in the growth and development of your children. They are our highest priority, and we never forget that they are truly a gift from God. We appreciate your trust and thank you for sharing your children with us!

Sincerely,

Beth Dickinson
Director