



5830 Bethelview Rd. Cumming, GA 30040 678-513-3909  
[www.parkwaypreschool.com](http://www.parkwaypreschool.com) Email: info@parkwaypreschool.com

Office Use Only  
 Date Rec'd \_\_\_\_\_ Time Rec'd \_\_\_\_\_  
 Payment Method: Chk# \_\_\_\_\_  
 Cash \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_

Please check one:

Group A \_\_\_\_\_  
 B \_\_\_\_\_ C \_\_\_\_\_  
 D \_\_\_\_\_ E \_\_\_\_\_  
 F \_\_\_\_\_

## Registration Form for 2019/2020 School Year

Date submitted: \_\_\_\_\_ Gender: [ ] Male [ ] Female

Child's Last Name: \_\_\_\_\_ First: \_\_\_\_\_

Name your child will go by at school \_\_\_\_\_

☐ Parkway Presbyterian Church Member ☐ Non-member

Birth date: \_\_\_\_\_ Age as of September 1, 2019: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Mother's Work: \_\_\_\_\_ Father's Work: \_\_\_\_\_

Mother's Cell: \_\_\_\_\_ Father's Cell: \_\_\_\_\_

For your age group, please mark 1<sup>st</sup> and 2<sup>nd</sup> choice

1 <sup>st</sup> & 2 <sup>nd</sup> Choice	Class	Ratios	Monthly Tuition & Yearly Snack/Activity Fees	Days and Times
	Preschool 2 years (2 by 9/1/2019)	10:2	\$190 a month Snack \$70/ Activity \$75	Mon., Wed., Fri. 9:00 a.m. - 12:10 p.m.
	Preschool 2 years (2 by 9/1/2019)	10:2	\$155 a month Snack \$50 / Activity \$55	Tuesday & Thursday 9:00 a.m. - 12:10 p.m.
	Preschool 3 years (3 by 9/1/2019)	12:2	\$190 a month Snack \$70 / Activity \$75	Mon., Wed., & Fri. 9:00 a.m. - 12:20 p.m.
	Preschool 3 years (3 by 9/1/2019)	12:2	\$155 a month Snack \$50/ Activity \$55	Tuesday & Thursday 9:00 a.m. - 12:20 p.m.
	Preschool 4 years (4 by 9/1/2019)	12:2	\$240 a month Snack \$90/ Activity \$95	Mon., Tues., Wed., & Thurs. 9:00 a.m. - 12:30 p.m.
	Preschool 4 years (4 by 9/1/2019)	12:2	\$290 a month Snack \$110 / Activity \$120	Monday - Friday 9:00 a.m. - 12:30 p.m.
	Young 5's (5 by 12/31/2019)	12:2	\$290 a month Snack \$110 / Activity \$120	Monday - Friday 9:00 a.m. - 12:35 p.m.

- ✓ This application must be accompanied by the \$100.00 registration fee. You will be promptly notified if your application is not accepted and your registration fee will be returned. The registration fee is **non-refundable** once your child is enrolled.
- ✓ Preschool registration begins January 22, 2019. Preschool's first day is August 15, 2019.
- ✓ May 2020 tuition is due May 1, 2019 and is **non-refundable**.
- ✓ Snack and activity fees are due by June 3, 2019 and are **non-refundable**.
- ✓ August-April tuition is due by the 1<sup>st</sup> of each month. A \$15 late fee will be charged for tuition received after the 10<sup>th</sup>.
- ✓ **Failure to submit payments within 10 days of due date will forfeit your place in our program.**
- ✓ A bank fee of \$29 will be charged on any returned checks.
- ✓ One month's (30 day) written notice is required prior to withdrawal. The notice must be turned into the director. **Failure to provide a one month's written notice will result in you being held responsible for one month's tuition payment.** The snack and activity fees and May tuition fee are **non-refundable**.
- ✓ Certification of Immunization form 3231 is due August 15<sup>th</sup> for preschool (forms can be emailed to lisa@parkwaypreschool.com).
- ✓ I give permission for my family's name, address, email, and home number to be printed and distributed to parents of the preschool in the form of a class list. This list may not be used for business purposes or solicitation.
- ✓ PPP&K is exempt from licensing through Bright from the Start Georgia Department of Early Care and Learning, but has complied with all the criteria and requirements for this exemption.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Class Placement:

Teacher:

## 2019-2020 Registration Procedures

All currently enrolled students will have a place in our program, and we will try to honor your first request for the days you prefer. Registration is first come first serve; your form will be time and date stamped so your form will wait in line for you. Please turn your forms in by the dates stated below.

All applications must be accompanied by the \$100.00 registration fee in order to be considered. You will be promptly notified if your application is not accepted. If you would like to be taken off our waiting list you will need to call the office. The registration fee is **non-refundable** once your child is enrolled, so please notify us quickly if you wish to be taken off the waiting list.

*All new applicants will be required to complete a screening prior to full enrollment in our program. You will be contacted by office personnel to schedule an appointment.*

**Group A—Preschool staff and church members currently enrolled—forms due by January 25.**

Please turn registration form and fee into the preschool/kindergarten office *via your child's book bag* no later than January 25th.

**Group B—Non church members currently enrolled —forms due January 29.** Please turn registration form and fee into the preschool/kindergarten office *via your child's book bag* no later than January 29th.

**Group C—All siblings of currently enrolled —forms due January 31.** Please turn registration form and fee into the preschool/kindergarten office *via your child's book bag* no later than January 31st.

**Group D—Church members not currently enrolled in preschool—forms due by February 1.** Please turn registration form and fee into the preschool/kindergarten office between 9:15 a.m. and Noon no later than February 1st.

**Group E—Alumni Registration forms due via mail or drop off by February 4.** Please turn in registration form and fee into the preschool/kindergarten office or mail your form. All forms must be received by 9:30 a.m. on February 4th.

**Group F—Public Registration forms due via mail or drop off by February 5.** Please turn in registration form and fee into the preschool/kindergarten office or mail your form. All forms must be received by 9:30 a.m. on February 5th. You will be notified of your child's placement by mail or you may see a posting in the preschool/kindergarten office.