

Covenant Community Preschool  
Blessing Our Community ... Building God's Kingdom

Welcome To Covenant Community Preschool!

**2018-19 REGISTRATION AND ENROLLMENT**

CCP provides faith-based, high-quality preschool programs for children age one through five.

The registration process begins in January and enrollment continues until the programs reach capacity. The age of admission is dependent upon the age of the child on August 31 of the current year. (Toddler classes require children to be walking. Three/four year old class and above require children to be toilet proficient.)

CCP welcomes all children however; some physical, emotional, behavioral or learning needs require further deliberation. Parents should consult with the Director regarding concerns or correct age placement before registering. The child is placed in the program requested as long as space is available. To best serve our students the director makes class assignments. You may call the director after January 31 to verify your child's placement. 704-616-9253

The following registration materials required:

Enrollment form

Non-refundable, \$80 registration fee per child

Non-refundable, advance last month tuition is due at registration or no later May 1, 2018

Waiting Lists: Once all openings are filled, subsequent names will be numbered and placed on a waiting list. Families are contacted as openings occur.

**TUITION and FEES**

The annual tuition is pro-rated as equal monthly payments as a convenience for our families. If families prefer the annual tuition may be paid in one or quarterly payments. A non-refundable advance last month tuition payment is due at registration or no later than May 1, 2017, to secure your child's enrollment. The remaining eight monthly tuition payments are due on the first day of the month, September through April.

There is no tuition or fee reimbursement for days not in session due to preschool schedule, holidays, weather-related closings, power or water outage or for days that the student is absent due to illness, travel, etc.

Class offerings may change due to percentage enrollment-

**Pro-Rated Monthly Tuition Payments**

One-Two Year old programs days Wednesday, Thursday and Friday

One-day program \$115.00 monthly

Two-day program \$185.00 monthly

Three-day program \$215.00 monthly

Two-Three Year-Old programs

Two-day program (Monday - Tuesday) \$200.00 monthly

Three-day program (Wednesday through Friday) \$220.00 monthly

Three-Four Year-Old programs

Two-day program (Monday- Tuesday) \$180.00 monthly

Three-day program (Wednesday through Friday) \$210.00 monthly

Four-Five Year-Old program

Five-day program (Monday through Friday) \$265.00 monthly

Non-refundable registration fee \$80.00 per child due at registration

### DELINQUENT TUITION AND FEES

Families are responsible for keeping tuition current. Accounts that are thirty (30) days delinquent will incur a \$20 late fee. If the account becomes forty-five (45) days delinquent, the child(ren) may not attend the preschool until accounts are current. Please contact the director before tuition becomes delinquent due to financial hardship.

Families with delinquent tuition accounts, including fines and fees, will not be permitted to register for the subsequent school year. Accounts that remain delinquent thirty (30) days following the end of the school year will be referred to a collection agency unless satisfactory mutual arrangements have been made through the preschool office to reconcile the account. Collection agency fees are added to the delinquent account.

### WITHDRAWAL FROM PROGRAM

Enrollment contract is for the entire school year, or the balance of the year at the time of registration. Withdrawal from CCP program requires a four-week notification in writing so that the preschool can coordinate with families on the waiting list. The full tuition is due through the withdrawal-reporting period.

### HEALTH CERTIFICATE

The Health Certificate is due before the opening day of school. Children will not be allowed to begin school without a current health certificate regardless of when your child's next scheduled well check. Families who enroll after the beginning of the school year must provide a current health certificate within thirty (30) days of the first day of attendance.

### BEGINNING OF SCHOOL YEAR

- Classroom teachers will call each enrolled family in mid-August to set up an appointment for the Family Visit in your child's classroom.
- The Parent Orientation will be held the first Tuesday after Labor Day @ 6 pm for all parents. This event will be for adults only.
- Phase in days will begin Wednesday after Labor Day.

### Points of importance-

Registration fee of \$80 is due with completed registration form

Advance last month tuition is due at the time of registration or no later than May 1, 2018

Registration fee and advance last month tuition are non-refundable.

Payment is accepted by cash, check, and credit card (service charges apply to credit card payments). Checks payable to CCP can be dropped into the tuition box or mailed to CCP 3415 Union Road, Gastonia, NC 28056 Most of our families use their bank's online bill pay feature to make payments to CCP. Contact your bank to learn more, most banks will allow you to automatically schedule and mail directly to CCP.

If you have any questions concerning registration or the programs offered, please contact Lynda Williams, director.

cell phone- 704-616-9253

email- [lyndawilliamsccp@gmail.com](mailto:lyndawilliamsccp@gmail.com)

website [covenantcommunitypreschool.com](http://covenantcommunitypreschool.com)

We look forward to serving your family! God bless.