



CROSSROADS CHRISTIAN PRESCHOOL
Crossroads Presbyterian Church
6031 W. Chapel Hill Road
Mequon, WI 53097
262-242-1670

STUDENT REGISTRATION PACKET for 2010-2011

***Please Keep These Informational Pages for Your Records* (Rvsd. 11/16/09)**

Dear Prospective Preschool Parents:

Attached are the registration papers for **Crossroads Christian Preschool**. Please read through the following carefully **before** submitting your completed forms.

CCP is licensed and supervised by the State of Wisconsin Department of Public Welfare, Division for Children and Youth. As a fully accredited, non-discriminatory, state certified and supervised preschool; we comply with all standards set by the State regarding space, facilities, adult to child ratio, and health requirements.

CCP provides an atmosphere fostering self-esteem, leadership and academic achievement, while building a strong spiritual foundation for the children at a young age. Our preschool program focuses on the whole child. The children are encouraged to discover the wonders of the world that our loving God has created and the wonders within themselves. We want to guide children to find pleasure in developing new skills and to lay the groundwork for their future school years. Through the love and guidance of the teachers and other adults at **CCP**, we encourage growth in understanding themselves and others; and, most of all, to like the person they are becoming.

We encourage parents to be involved in as many aspects of the school as possible. Parents are welcome to help in the classroom unless the presence of the parent is disturbing to the child and, therefore, to the classroom.

The children at **CCP** are in the hands of experienced and highly qualified teachers. Our lead teachers have their Bachelor's Degree in Early Childhood Education, and they keep abreast of developments and innovations in preschool activities. Any one of the teachers is always available to answer questions concerning teaching methods.

FEATURES OF CROSSROADS CHRISTIAN PRESCHOOL

Early childhood is a time for education in living. Later education, in the development of intellectual skills, will be fully effective only if the children have first learned to positively live with themselves, their parents and playmates, and to approach their environment with curiosity and creativity. The skills taught at **CCP** can enrich the skills learned at home through the following features:

1. Secure, loving Christian environment with warm and loving teachers.
2. 3K – Mon. & Wed.; 4K – Mon., Wed. & Fri. – 9:00 to 11:30 a.m.
3. **Optional Month to Month Lunch Bunch!** 3K parents can sign their child up to stay until 1:00 p.m. on Mondays and 4K parents have this option for their child on Mondays and Wednesdays. Children bring their own lunch and have extra time to play with their friends or a special activity will be introduced.
4. **New for 3K!** Beginning in October 2010, parents whose child is in the 3K program may sign their child up to attend two Fridays a month from 9:00 to 11:30 a.m. Ms. Valerie will focus on nature and science on

those two Fridays. This is another great option for parents and a great way to gradually increase the number of days your child attends school.

5. Program curriculum is reviewed and revised accordingly each year based on feedback from local Kindergarten Teachers as to what they are looking for in an incoming kindergartner.
6. Class sizes are 15 students in the 3K program and 17 students in the 4K program. Each classroom always has 2 teachers in the classroom. We have had a volunteer who is a member of Crossroads in the 3K classroom each day. We hope to continue that for 2010-2011.
7. Children receive one-on-one academic instruction from one of the preschool teachers throughout the day.
8. Teachers are trained in Handwriting Without Tears and the program is introduced in the 3K class and reinforced in the 4K class.
9. Field trips are conducted throughout the year, utilizing community resources. The children ride a school bus to the field trips.
10. We are blessed to have a large, enclosed, outside play area to provide a release of energy and to develop large muscle coordination.
11. Indoor gym activities throughout the month.
12. Children have monthly cooking projects. Benefits of cooking with children include: teaching about healthy food choices, following directions, patience, cooperation, teamwork, developing motor skills such as pouring, reading recipes, introducing measuring skills, and the satisfaction of completing a project.
13. Parent-teacher conferences are conducted in the fall and a written assessment of the child is provided in spring.
14. We have large classrooms for expression of imaginative play.
15. Our classrooms are full of opportunities for enrichment, including: books; dress up clothes; wood working tools; play house area; sensory table; art supplies; puzzles; educational toys and games.
16. Sharing and caring time; art and music activities.
17. Emphasis on good manners and listening.
18. Emphasis on children feeling welcome and encouraging them to work and play together.
19. Both the 3K and 4K children attend a 15-minute music class twice a month with the Directors of Music Ministry.
20. The 4K children check out books at the church library twice a month.
21. The 4K program schedules a Father's Night once per year so the children and Dads can share in the fun.
22. The 4K children have a Mother/Child Tea day in May. This is always a special time with Mom and/or Grandma.
23. We do not discriminate on the basis of race, religion, ethnic background or ability.

PARENT'S ROLE

- Participate in the fall orientation program;
- Provide transportation to and from school;
- Attend the parent/teacher conference in the fall; a spring conference is optional.

CLASS DESCRIPTIONS AND REGISTRATION POLICIES

1. Children must be at least three (3) years of age by September 1st and **toilet trained** in order to be eligible for our 3-K program. Children should be at least four (4) years of age by September 1st in order to be eligible for our 4-K program.
2. **A Non-Refundable \$50 Registration Fee must accompany the registration forms or the registration will be considered incomplete.** Any child that cannot be placed by the beginning of the school year shall have the entire amount of the registration fee refunded.
3. Returning students and their siblings, as well as members of Crossroads Presbyterian Church, shall have priority over other applicants, as long as the necessary registration forms and the \$50 Registration Fee are received the day prior to the Preschool Open House in the month of January. All returning students and their siblings and members of Crossroads who register **on the day of or after** the date of the January Preschool Open House will lose their returning and member status and will be considered new students. If there is a student who has the possibility of returning for another year, we recommend that you register the child as soon as possible.
4. When the school is full, a waiting list will be established according to the date registrations are received.

TUITION AND FEES: Our tuition costs are very competitive. The annual tuition for the 2009/2010 school year is as follows.

\$994.86 for 3-K program (2-day) (Monday AND Wednesday: 9:00-11:30 am) and

\$1,462.74 for 4-K program (3-day) (Monday, Wednesday & Friday: 9:00-11:30 am)

These prices do not include a nominal fee for field trips, lunch bunch or the 3K Friday option.

AMOUNT DUE AND DUE DATES - *These amounts will increase slightly for the 2010-2011 season.

AUGUST 1ST - Please pay \$331.62 for 3-K (2-Day) and \$487.58 for 4-K (3-Day).

NOV. 1ST - Please pay \$331.62 for 3-K and \$487.58 for 4-K

FEB. 1ST - The balance of the tuition is due. Please pay \$331.62 for 3-K and \$487.58 for 4-K

****Families may pay the tuition in full by August 1st if they so choose.**

The preferred method of payment shall be a check made payable to Crossroads Presbyterian Church. A \$25.00 fee will apply to all checks returned for insufficient funds.

These dates and updated amounts will be restated within a letter that you will receive in June. **If you sent in your registration form for a school year other than what is listed above, **your canceled check for the \$50.00 is your confirmation** that your registration papers were received. The acceptance letter will then be sent in the month of February, immediately proceeding the school year that your child is registered. Tuition and due dates are subject to change for school years other than that school year listed above. For those who have registered for the current year near or after the August 1st deadline, the \$50.00 registration fee along with the tuition for the fall semester are due when you send in the Registration Form.

OPTIONAL MONTH TO MONTH LUNCH BUNCH! Parents may sign their child up to stay until 1:00 p.m. This is offered on Mondays for the 3K students and Monday and Wednesday for the 4K children. The children bring their own lunch and have extra time to play with their friends or a special activity will be introduced. The cost is only \$10.00 for the extra hour and a half.

TUITION DISCOUNT

A registration fee discount shall be applied to families who have two or more children currently enrolled in the preschool program during the same school calendar year. The non-refundable registration fee is \$50.00 per child (per year) or \$75.00 maximum per family.

LATE FEES

There is a grace period of 5 days allowed. If after the 5-day grace period payment is not received, then a late fee of \$10.00 will be applied to the account. If **CCP** does not receive the tuition and late fee at the end of the 5-day grace period, the child's participation in the program will be compromised. A spot for the child cannot be guaranteed unless payments are received. Once payments are received, the child will be reinstated and can resume participation in the program if a spot is available. **If there are financial difficulties, the Director/Administrator of Preschool should be notified immediately so an alternate payment plan can be arranged.

REFUNDS

1. No refunds in tuition will be made unless a two-week written notice prior to the child's withdrawal and request for refund is sent and received by the Director/Administrator of Preschool.
2. Refunds from August 1st to the first day of school shall have a minimum deduction of \$50 from the tuition already paid plus the \$50 deposit withheld.
3. Refunds after the first day of school are calculated as follows: Each tuition payment covers a 3-month period. The child's tuition for the month in which the refund request is made is not refundable. The family will be reimbursed for the remaining month(s), if any, of the paid 3-month tuition period. The date of the refund request is the date that the Director/Administrator of Preschool receives the written notice of withdrawal.

VISITS

We encourage you to visit our facility prior to enrolling. Feel free to visit us with your child during school hours: Monday, Wednesday and Friday 9:00 to 11:30 am. Please call the Preschool Director for a personal tour and to verify that the classes are in session and will be at the school on the particular day that you plan to visit.

We thank you for your interest in our Christian preschool. Should you have any further questions, please feel free to contact Maureen Leurquin, Preschool Director, at the church 262-242-1670, and she will return your call as quickly as possible. You may also e-mail her at Maureen.Leurquin@crossroadspres.org.