



\*\$100 application fee will hold your child's spot.  
Half of that fee will be applied to the first tuition payment.

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

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**STUDENT REGISTRATION PACKET for 2014-2015**

**\*Please Keep These Informational Pages for Your Records\* (Rvsd. 10/18/13)**

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, social skills, 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. The teachers and preschool director keep abreast of developments and innovations in preschool activities. The teachers and preschool director are always available to answer questions concerning teaching methods and the overall program.

**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. **Optional 3K Nature and Science Program!** Parents whose child is enrolled in the 3K program have the option to sign their child up to attend preschool on Fridays from 9:00 to 11:30 a.m. The Nature & Science

Program allows the teachers more time to nurture the children's natural curiosity in science and the world around them. This is also another great educational opportunity for the children, and a good way to gradually increase the number of days a child attends school. Parents can sign their child up on a 3 month basis.

5. **Optional 4K Nature and Science Program!** Parents whose child is enrolled in the 4K program have the option to sign their child up to attend preschool on Tuesdays from 9:00 to 11:30 a.m. This is a great way to better prepare your child for 5-day a week kindergarten as well as provide another fun opportunity to improve his/her natural curiosity and explore his/her surroundings.
6. 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.
7. Class sizes are 15 students in the 3K program and 17 students in the 4K program. Each classroom always has a lead teacher and a teacher assistant in the classroom. We have also had a volunteer who is either a member of Crossroads or a preschool parent in the 3K classroom each day. We hope to continue that for 2014-2015.
8. Children receive both large group and small group academic instruction from one of the preschool teachers throughout the day.
9. Teachers are trained in Handwriting Without Tears and the program is introduced in the 3K class and reinforced in the 4K class.
10. Field trips are conducted throughout the year, utilizing community resources. The children ride a school bus to the field trips.
11. We are blessed to have a large, enclosed, outside play area to provide a release of energy and to develop large muscle coordination.
12. When it is too cold or rainy outside, the children have their large motor activity in the indoor gym.
13. 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.
14. Parent-teacher conferences are conducted in the fall and a written assessment of the child is provided in spring.
15. We have large classrooms for expression of imaginative play.
16. 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.
17. Sharing and caring time; art and music activities.
18. Emphasis on good manners and listening.
19. Emphasis on children feeling welcome and encouraging them to work and play together.
20. Both the 3K and 4K children attend a 15-minute music class twice a month with the Directors of Worship.
21. Each class presents a Christmas program for their family and relatives.
22. The 4K children check out books at the church library twice a month.
23. The 4K children enjoy Father's Night once per year so the children and Dads can share in the fun. Grandpas and/or a significant male friend may also attend instead.
24. The 4K children have a Mother/Child Tea day in May. This is always a special time with Mom and/or Grandma.
25. 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.
- May be asked to volunteer in the classroom during cooking projects and field trips. (This 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. We also accept children who have turned 5 years old.
2. **A Non-Refundable \$100.00 Registration Fee must accompany the registration forms or the registration will be considered incomplete. \*\*Fifty dollars of that amount will be applied to the first**

**tuition payment in August.** Any child that cannot be placed by the beginning of the school year shall have the entire amount of the registration fee refunded. Any family whose child is registered at CCP but then withdraws their child at any time, will lose the entire \$100.00 amount.

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 \$100 Registration Fee are received on or before January 10, 2014. This is the day prior to the Preschool Fair which is on January 11, 2014. All returning students and their siblings and members of Crossroads who register **on the day of or after** the date of the January Preschool Fair 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 2014/2015 school year is as follows.

\$1,071.36 for 3-K program (2-day) (Monday AND Wednesday: 9:00-11:30 am) and

\$1,530.00 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, 3K Friday option and the 4K Tuesday option.

**AMOUNT DUE AND DUE DATES.**

**AUGUST 1<sup>ST</sup>** - Please pay \$357.00 for 3-K (2-Day) and \$510.00 for 4-K (3-Day).

**NOV. 1<sup>ST</sup>** - Please pay \$357.00 for 3-K and \$510.00 for 4-K

**FEB. 1<sup>ST</sup>** - The balance of the tuition is due. Please pay \$357.00 for 3-K and \$510.00 for 4-K

**\*\*Families may pay the tuition in full by August 1<sup>st</sup> 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 prior to February 2014, **your canceled check for the \$100.00 is your confirmation** that your registration papers were received. The acceptance letter will then be sent in the month of February because it will list dates for the upcoming preschool year as well as other important information. 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 1<sup>st</sup> deadline, the \$100.00 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. So, a family who has two or more children in the program at the same time would pay a total of \$75.00 in registration fees in addition to the \$50.00 per child fee that will be applied to the first tuition payment in August. (i.e. The total amount for two children who attend the program at the same time would be \$175.00 versus \$200.00.)

**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 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 of Preschool.
2. Refunds from August 1<sup>st</sup> to the first day of school shall have a minimum deduction of \$50 from the tuition already paid plus the \$100 deposit withheld for a total of \$150.00.
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 regular preschool 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](mailto:Maureen.Leurquin@crossroadspres.org).