



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

PARENT INFORMATION PACKET FOR 2017-2018

***Please Keep These Informational Pages for Your Records* (Rvsd. 12/19/16)**

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. **Junior Preschool (3 yrs. by Dec. 31, 2017 & Confidently Potty-Trained)**—Monday & Wednesday from 9:00 to 11:30 a.m. This program is a great introduction to preschool for 2-1/2-year old's and younger 3's.
3. **Senior Preschool (3 yrs. by Feb. 1, 2017 & Confidently Potty-Trained)**—Monday, Wednesday & Friday—9:00 to 11:45 a.m. Please note the extra 15 minutes per day. This program is for older 3's and younger 4-year old's preparing for the academic structure of 4K.

4. In a loving Christian environment, both programs will help guide the children to find pleasure in developing new skills and to lay the groundwork for their future school years. **A child may be placed in a class based on his/her maturity level and academic development versus solely on his/her age. This would be at the sole discretion of the Director of Preschool.
5. **Optional Month-to-Month Lunch Bunch!** Junior Preschool parents can sign their child up for an extended day until 1:00 p.m. on Mondays and Senior Preschool parents have this option for their child on Mondays and Wednesdays until 1:15 p.m. Children bring their own lunch and have extra time to play with their friends and a special activity will be introduced. (Cost: \$11.00/day)
6. **Nature and Science Program!** The Junior class attends on Fridays from 9:00 to 11:30 a.m. and the Senior class attends on Tuesdays from 9:00 to 11:45 a.m. This program provides a fun and exciting opportunity for the children to be outside and learn about the world around them. Not every child learns best sitting in a classroom. There is value in learning in many different ways. This is also a great way to gradually increase the number of days a child attends school. Parents can sign their child up on a 3-month basis or for the year. (Cost: Junior Preschool—\$18.00 per day; Senior Preschool—\$18.35 per day)
7. **Program curriculum.** In a Christian-based learning environment, the teachers introduce the children to age appropriate academic skills and social-emotional learning. The curriculum is reviewed and revised accordingly each year based on feedback from local Public 4K and kindergarten teachers as to what they are looking for in incoming students.
8. **Class sizes** are 15 students in the Junior program (this number may be less depending upon the ages of the children) and 16 students in the Senior program. Each classroom always has a lead teacher and a teacher assistant in the classroom. In addition, we try and have a trained volunteer who is either a member of Crossroads or a preschool parent in the classrooms each day.
9. Children receive both **large group and small group academic instruction** from one of the preschool teachers throughout the day.
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 classes 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 Senior class checks out books at the **church library** twice a month.
23. The Senior class participates in a **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 Senior Class will 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. **You do not need to be a member of Crossroads Presbyterian church to enroll your child in the preschool.

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.
- Opportunity to volunteer in the classroom. (This is optional.)

REGISTRATION POLICIES

1. Children must be at least three (3) years of age by December 31, 2017 and **confidently toilet trained** in order to be eligible for our Junior Preschool Program. Children should be at least three (3) years of age by February 1, 2017 and **confidently toilet trained** in order to be eligible for our Senior Preschool Program.
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 18, 2017. All returning students and their siblings and members of Crossroads who register **after** January 18 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 2017/2018 school year is as follows.

\$1,200 for Junior Preschool Program (2-day) (Monday & Wednesday: 9:00-11:30 am)

\$1,800 for Senior Preschool Program (3-day) (Monday, Wednesday & Friday: 9:00-11:45 am)

These prices do not include a nominal fee for field trips, lunch bunch, & Nature & Science

AMOUNT DUE AND DUE DATES.

AUGUST 1–Junior Program - \$350 (\$400 - \$50 down payment)

Senior Program - \$550 (\$600 - \$50 down payment)

NOVEMBER 1–Junior Program - \$400

Senior Program - \$600

FEBRUARY 1–Junior Program - \$400

Senior Program - \$600

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

A family may pay by check made payable to Crossroads Presbyterian Church. A \$25.00 fee will apply to all checks returned for insufficient funds. NEW–Crossroads Preschool now offers the option of paying tuition online! Additional information will be provided prior to the first tuition payment.

****If you sent in your registration form prior to February 2017, 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 and 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 1st 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 pm for the Junior Preschool Program and until 1:15 pm for the Senior Preschool Program. This is offered on Mondays for the Junior Preschool students and Monday and Wednesday for the Senior Preschool children. The children bring their own lunch and have extra time to play with their friends and a special activity will be introduced. The cost is only \$11.00 for the extra hour and a half. Additional information will be provided at the beginning of the school year.

TUITION DISCOUNTS

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. 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.)

-Members of Crossroads will receive a 10% discount toward their child's "regular" preschool tuition. This does not include any of the "Optional" programs.

-Pursuant to Wisconsin Statute 121.54, families who reside in a School District that provides Public 4K but choose to send their child to a private or parochial school, receives reimbursement for transportation costs.

*This would be for families who could have sent their child to Public 4K but instead enroll their child in our Senior Program due to wanting to wait a year before having their child attend kindergarten. In 2016-2017, the Mequon school district busing reimbursement was \$170 if the student attended our program 3 days a week and \$239 if the student attended our program 4 days a week. Please note that additional requirements are: 1) A family must live within a 5-mile radius from the school that their child attends; and 2) The Director of Preschool must submit the request for reimbursement for each family who qualifies no later than September 1.

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 1st 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. Please call Maureen Leurquin, 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. For more information, please call or e-mail Maureen Leurquin, Preschool Director, at the church 262-242-1670 or maureen.leurquin@crossroadspres.org. We also invite you to visit our preschool website at www.crossroadspres.org>connect>preschool.