

### **Registration and Tuition**

Registration fees must be paid by March in order to be on the Preschool list.

Registration fee is \$50 for all students.

There will be a \$20 supply fee due in August.

Full tuition or monthly tuition is due the first school day of the month August – May. Tuition is \$95.

**Tuition is considered past due after the 10<sup>th</sup> of each month. There will be a \$10.00 late fee added to tuition that is past due.**

If there is problem with payment, please contact the school.

\*Please note there will be adjustments made to tuition due to absences, illness, vacations, or inclement weather.

### **Absenteeism/Illness**

Please keep your child at home if they are sick.

If your child has a fever, diarrhea, nausea, or any communicable diseases please do not send them to school. Children must be fever free for 24 hours before returning to school.

If your child becomes ill at school, we will contact you immediately.

### **Arrival and Departure**

Please be considerate of arrival and departure times.

The doors will not open until 8:27 A.M.

Please park in the parking lot. Please bring your child in the main side door. Pickup is from 11:20 – 11:30. Please be in the classroom to pick up your child no later than 11:30. Please enter the same door and pick up your child from the classroom.

All children must be picked up by 11:30 A.M. You will pick up your child in the classroom beginning at 11:20. If you will be late please call. It can be very upsetting for the child.

There is a late charge of \$5 for every five minutes late.

Due to fire safety codes and your child's safety, all doors at the Preschool must be closed at all times. If you arrive after 8:40 please call the school at 527-9696.

**Three day Program – Monday, Wednesday and Friday 8:30 – 11:30 - \$95**

### **Invitation**

If you do not have a church home in Marshall County, then we invite you to visit Zion's Cause Baptist Church during our worship services and Sunday School Classes.

### Daily Schedule

Calendar Time 8:30-8:45  
Centers and Art 8:45-9:30  
Bathroom Break 9:30-9:35  
Morning Message and Bible Story 9:35-9:50  
Snacks 9:50-10:10  
P.E. 10:10 - 10:30  
Phonics 10:30-11:10  
Story Time 11:10-11:20  
Departure 11:20-11:30 (pick up starts at 11:20)

### Admission Policy

Children must be 3 years old as of August 1 to be accepted into this preschool.

The pre-school is a 2 year only program.

Teachers reserve the right to recommend if a child would benefit from a 3<sup>rd</sup> year of preschool. This will be based solely on the teachers' evaluations and recommendations.

The child must be fully potty-trained.

Immunization certificate, birth certificate, a signed registration form, information form, a signed late policy, and car rider form must be on file before the child can begin school.

Admission is given first to children already enrolled in ZCBC preschool, their siblings, and children whose parents and/or grandparents who are members of ZCBC.

The school reserves the right to terminate a child's enrollment if it is in the best interest of the child and preschool.

An Open House will be scheduled for all students before the first day of school.

We follow a modified Marshall County public school calendar. **We are closed for bad weather if Marshall County schools are closed.**

### Important Notes:

- Every month you will receive an agenda. This agenda will serve as a point of reference for all that we are going to do in school. It will include any important notes, items needed at school, and any special events we will be having. We will also be using Reminder 101 for reminders and bad weather notices.
- The **student of the day** will always be on the agenda. When your child is student of the day that means they can bring a show and tell item from home. Please limit what your child brings from home unless it is their day to share.
- Please send a **change of clothes** for your child. Place a change of clothes in a baggie marked clearly with the child's name.
- Also, please make sure your child brings their tote bag everyday. We will place papers, important notes, and the agenda in a folder in your child's tote bag. There will also be a tuition envelope in your folder each time tuition is due.
- Snack is not provided. Please send a **healthy snack in a lunchbox.** No candy and soda please.
- **Please put child's name on lunchbox and tote bag.**
- If you need to meet with us, please feel free to set up a meeting. We are available from 8:00- 8:30 & 11:30-12:00.

- Please put your child's name in their jacket or coat.
- Please do not allow your child to regularly bring toys from home as this can cause problems with other children.