



8600 Plymouth Road  
Alexandria, VA 22308  
(703) 799-2217  
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www.plymouthhaven.org

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January 4, 2010

Dear Prospective Families,

It is already time to think about the 2010-2011 school year! While we still have months left in our current school year, we have already begun planning for this coming fall. The following is an overview of our registration process and the enrollment requirements.

#### **Registration Information**

In-house registration for currently enrolled families and upcoming siblings is held the first few weeks of January. Community registration for new families begins on **January 18, 2010** and will continue until we are at capacity. If you have not yet visited our preschool, we encourage you to call and make an appointment soon. This will allow you to make an informed decision for your child's preschool experience. We recommend that you complete the registration process in a timely manner to increase your opportunity to receive preferred attendance. We post registration forms as they are received. The registration form must be complete and include the non-refundable registration fee of \$60.00 in order to be posted. All monies should be made payable to Plymouth Haven Christian Preschool.

\*Sibling discount is as follows: First child pays full amount and subsequent children receive 10% discount on registration fee, activity fee and monthly tuition. Discount does not apply to t-shirt and tote bag fees.

#### **Enrollment Information**

A confirmation of your child's *projected* placement will be provided by mid April along with a request for acceptance. If you need to inquire about the status of your child's placement beforehand, please do not hesitate to contact us. In order to hold your child's placement for the upcoming school year, the first tuition payment must be received by May 5, 2010. This non-refundable payment is one of the nine payments due toward the upcoming school year and is referred to as the good-faith payment. If your child did not receive first preference placement or is waitlisted, realize that openings can occur anytime from May through September and we will notify you of any changes.

Prior to attending, each child's school file must be complete and current with the following documentation:

2010-2011 Enrollment Agreement – This packet needs to be completed in full and with necessary signatures each year. The agreement includes sections entitled: Student and Family Information, Health and Emergency Information, Fees and Document Schedule, Permission Forms and Developmental History. An additional form may be required for children with health concerns such as severe allergies or asthma.

Virginia School Entrance Health Form – This form must be completed and signed by the child's physician. The physical examination and immunization records need to be current within one year of your child's last birthday (this is the usual time of annual exam). Currently enrolled children will be requested to renew this form only as necessary.

Proof of Identity – This documentation is only required at initial registration. New students must provide an original birth certificate or passport for verification. If necessary, you may inquire about other acceptable forms of identification.

Thank you for your interest in our preschool. We hope to support your child's healthy development, while sharing many positive experiences in the upcoming school year. Please contact us immediately if you require additional information to help you make a decision about your child's enrollment for the 2010-2011 school year.

Blessings Abound,  
Beth Barrera, Director

**PLYMOUTH HAVEN CHRISTIAN PRESCHOOL**

**2010-2011 REGISTRATION APPLICATION**

8600 Plymouth Road, Alexandria VA 22308

Phone: 703-799-2217 Email: phbc.preschool@vacoxmail.com

<b>Registration Fee:</b> \$60.00	Date	Ck #	Registration fee is due at time of registration and is non-refundable. Tuition payment will be due 5/1/10 to guarantee placement and is non-refundable (1 of 9 tuition payments for 2010-11 school year).
<b>Activity Fee:</b> \$40.00	Date	Ck #	
<b>Tote Bag Fee:</b> \$10.00 <small>new students only</small>	Date:	Ck #	

**IMPORTANT:** For the Forest and Pond classes, we *project* class arrangements of T/Th and W/F with Monday being third day option. We consider age, gender and group dynamics when determining class arrangements. If you have scheduling consideration that requires certain days of attendance, please share details here:

<b>FOREST CLASS</b> <b>Age Two by 9/30/10</b> Exact age on 9/30/10 _____yr. _____mos.	<b>2 day \$195.00/month</b> \$1,755.00/9 months Days of preferred attendance (circle): M T W Th F	<b>Please indicate                  1<sup>st</sup> &amp; 2<sup>nd</sup> preference</b> (as well as preferred days of attendance).  <b>Program hours are 9am-12pm.</b> <b>Birthdate is guideline and placement is at discretion of preschool staff.</b>	
	<b>3 day \$245.00/month</b> \$2,205.00/9 months Days of preferred attendance (circle): M T W Th F		
<b>POND CLASS</b> <b>Age Three by 9/30/10</b> Exact age on 9/30/10 _____yr. _____mos.	<b>2 day \$195.00/month</b> \$1,755.00/9 months Days of preferred attendance (circle): M T W Th F		
	<b>3 day \$245.00/month</b> \$2,205.00/9 months Days of preferred attendance (circle): M T W Th F		
<b>GARDEN CLASS</b> <b>Age Four by 9/30/10</b> Exact age on 9/30/10 _____yr. _____mos.	<b>4 day \$310.00/month</b> \$2,790.00/9 months Days scheduled for attendance are Tuesday thru Friday		
	<b>5 day \$360.00/month</b> \$3,240.00/9 months Days scheduled for attendance are Monday thru Friday		
PHBC Family	Returning Family	Sibling Enrolled	Alumni Family

**CHILD'S FULL NAME** \_\_\_\_\_ Preferred Name \_\_\_\_\_

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Male / Female Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_ Email: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Subdivision \_\_\_\_\_

How long in area? \_\_\_\_\_ If new to area, moved from \_\_\_\_\_ Military Y / N

Primary language spoken at home \_\_\_\_\_ Other language child is familiar \_\_\_\_\_

Legal Custody: Both Parents / Other \_\_\_\_\_ Parents: Married / Single / Separated / Divorced

Child's previous school/social experience \_\_\_\_\_ How long \_\_\_\_\_

List application(s) placed elsewhere for 10-11 school year \_\_\_\_\_

List schools that sibling(s) attend: \_\_\_\_\_

Any allergies or intolerance to food, medication, etc? \_\_\_\_\_ Action-required \_\_\_\_\_

Any condition that may affect participation in school activities? Explain \_\_\_\_\_

Any information you feel we should know about your child? \_\_\_\_\_

Referred by: School \_\_\_\_ Family/Friend \_\_\_\_ Print Ad \_\_\_\_ Sign \_\_\_\_ Website \_\_\_\_ Details \_\_\_\_\_

**PARENT INFORMATION**

Mother's Name \_\_\_\_\_

Cell Phone \_\_\_\_\_

Father's Name \_\_\_\_\_

Cell Phone \_\_\_\_\_

Mother's Employer \_\_\_\_\_

Father's Employer \_\_\_\_\_

Mother's Work Phone \_\_\_\_\_

Father's Work Phone \_\_\_\_\_

Nationality \_\_\_\_\_

Nationality \_\_\_\_\_

Religion \_\_\_\_\_

Church Affiliation \_\_\_\_\_