



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

January 4, 2012

Dear Families,

It's already time to think about the 2012-2013 school year! The following is an overview of the registration process and the enrollment requirements.

Registration Information

In-house registration begins on January 4 and ends on January 17, 2012. This includes families currently enrolled and those with siblings* who will be joining us next school year. Community registration for new families begins on January 18, 2012 and will continue until we are at capacity. We recommend that you complete the registration process in a timely manner, as we cannot guarantee preferred placement. Registration forms are posted as they are received. The registration form must be complete and include the non-refundable \$100 registration fee in order to be posted. All monies should be made payable to Plymouth Haven Christian Preschool (PHCP).

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

Enrollment Information

A confirmation of your child's *projected* placement will be provided by late April along with a request for acceptance. If you need to inquire about the status of your child's placement before this time, 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 Monday, May 7, 2012. 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.

An enrollment packet will be mailed during the summer and required forms will have a return date of August. Each year your child's school file must be complete and current with the following documentation.

2012-2013 Enrollment Agreement – A new agreement 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 (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 continued support of our preschool. If you have any questions or concerns related to this registration process or wish to discuss anything related to your current experience at the preschool, please contact us immediately. We hope you are excited about continuing your child's enrollment with our preschool, and we look forward to sharing more treasured memories in the 2012-2013 school year.

God's Blessings,
Christine Jenne, Director

IMPORTANT: Retain a copy of your Registration Application for your records.

PLYMOUTH HAVEN CHRISTIAN PRESCHOOL

2012-2013 REGISTRATION APPLICATION

8600 Plymouth Road, Alexandria VA 22308

Phone: 703-799-2217 Email: preschool@plymouthhaven.org

Registration Fee: \$100.00	Date	Ck #	Registration fee is due at time of registration and is non-refundable. Tuition payment will be due 5/7/12 to guarantee placement and is non-refundable (1 of 9 tuition payments for 2012-13 school year).
Activity Fee: \$25.00	Date	Ck #	
Tote Bag Fee: \$10.00 <small>new students only</small>	Date:	Ck #	
IMPORTANT: If you have a scheduling consideration that requires certain days of attendance, please share details here:			
Age Two by 9/30/12 Exact age on 9/30/12 ____yr. ____mos	Bunnies	2 day \$210.00/month Days of attendance: T/TH	Please indicate 1st & 2nd preference Program hours are 9am-12pm. Placement is at discretion of preschool staff.
	Bears	3 day \$260.00/month Days of attendance: M/W/F	
Age Three by 9/30/12 Exact age on 9/30/12 ____yr. ____mos	Frogs	2 day \$210.00/month Days of attendance: T/TH	
	Turtles	3 day \$260.00/month Days of attendance: M/W/F	
Age Four by 9/30/12 Exact age on 9/30/12 ____yr. ____mos	Busy Bees & Ladybugs	5 day \$360.00/month Days of attendance: M-F	
PHBC Family	Returning Family	Sibling Enrolled	

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 2012-13 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 _____

***** Copies of this form are available upon request *****