

La Verne Parent Participation Preschool Registration Policies and Procedures 2010-2011

Registration Dates:

Current Family Registration Dates: April 19-22, 2010 (Mon-Thurs) 9:00 am– 12:00 pm

This week applies to any family with immediate children currently enrolled. This does not apply to extended family.

Alumni Family Registration Date: Friday April 23 2010 9:00 am – 12:00pm

This day applies to any family or staff who has had immediate children enrolled in previous years. This does not apply to extended family.

Open Registration Begins at Open House: April 24, 2010 9:00 am – 12:00 pm

This period applies to any family with no previous enrollment in the school.

Families who are currently holding a position on the Board of Directors and are upholding the duties and obligations of their position are entitled to Priority Registration, which occurs the school day before Current Family Registration Week (Friday, April 16, 2010).

Registration Procedures:

If your child is currently enrolled, will remain in the same day class and is developmentally appropriate to advance to the next class, their spot is guaranteed, provided that:

The family is current and in good standing on all school obligations (i.e. tuition, school records, fees, Saturday workdays, committee jobs, fundraising, etc.);

The completed registration paperwork and non-refundable registration fee are turned in no later than 11:30 am on the Thursday of Current Family Registration Week.

If it has been determined by the Director, teachers and the family that a child will remain in his/her current class for the following year, their spot is not guaranteed, but will be given priority on a first-come, first-serve basis over those wanting to switch days, alumni and open registration provided that:

The family is current and in good standing on all school obligations (i.e. tuition, school records, fees, Saturday workdays, committee jobs, fundraising, etc.);

The completed registration paperwork and non-refundable registration fee are turned in no later than 11:30 am on the Thursday of Current Family Registration Week.

For families seeking any other classroom spots (i.e. switching days from T/TH to M/W/F, registering another child not previously enrolled, etc.), openings are filled on a first-come, first served basis.

On the first morning of Registration Week, Alumni Registration day, as well as on the morning of Open House, numbers will be distributed as families arrive. If a family arrives before the Director is present to distribute numbers, a line will form outside the LVPPP Office door. The LVPPP Office will open at 9:00 am to receive the completed registration paperwork and fee. The paperwork will be recorded with the date and time by the office manager or a board member. If a family receives a number and chooses to leave the grounds and does not return prior to 9:00 am to turn in their registration paperwork and fee, they will forfeit their spot and must go to the end of the line.

If there is not a current opening for the room or day a family is seeking, their name will be placed on a waiting list.

If a current or alumni family fails to turn in the registration paperwork and fee by 11:30 am of their scheduled time frame, they will forfeit their priority in their desired class.

Registration Criteria:

Children entering Room 1 must reach the age of 2 by December 2nd.

Children entering Room 2 must reach the age of 3 by December 2nd.

Children entering Room 3 must reach the age of 4 by December 2nd.

Children are not required to be “potty trained”.

To ensure a balanced, positive and appropriate preschool classroom experience, the final make-up of each class is left to the discretion of the Director. Any child who displays behavior that is repeatedly disruptive to the learning experience for the rest of the class will be subject to a probationary evaluation period.

Registration Fee (Non-refundable): Current Family - \$40 New & Alumni Families - \$55

Tuition Rates for 2010-2011

MWF - \$172 Second Sibling \$138

TTH- \$127 Second Sibling \$102