

# REGISTRATION FOR 2019-20 SCHOOL YEAR



## Registration Process:

Saratoga Kirk House enrolls for one school year at a time.

Registration is done on a first come, first served basis.

Returning SKP families and Menlo Church members have priority. Once a child completes our program, families retain priority for additional children.

After priority registration is offered, general registration begins for new families.

Registration forms will be mailed or handed out and accepted from all new families in March.

At the time of registration, a Registration Fee of \$100 is collected for the upcoming year. Registration fees are per child and all registration fees are non-refundable.

Once the registration for a class is full, additional children will be placed on a wait list according to the order their application was received. Notification of enrollment status is in April.

All admission forms and one month of prepaid tuition are due by the first Friday in June to secure your place for September. If you get into a class and release your spot, tuition can be refunded if another child replaces your child; tuition refunds will not be made after June 30.

Please note classes and teachers are subject to change. Actual placements are not made until after tuition is collected. If you wish for your child to be placed with a specific teacher or friend, please indicate this on the attached application; an attempt will be made to accommodate your requests but cannot be guaranteed.

All classes are contingent upon sufficient enrollment and sufficient staffing.

## Contact:

Kirk House Saratoga  
Sheri Smartt, Director  
khapsaratoga@menlo.church

**Engaging Hands, Hearts, and Minds!**

# KIRK HOUSE PRESCHOOL PROGRAMS



## Threes

Children attend 9am-12pm two to five days a week. Often a child's first school experience, the focus is on social development and learning through play with the introduction to teacher directed activities such as Circle Time and group activities. Social and emotional growth are emphasized as well as an introduction of academic skills. **Child must be 3 by 12/31/19 and well on the way to being potty trained.**

## Young Fours

Children attend 9am-12pm three to five days a week. The goal of this program is a balance of free play exploration and more structured, teacher directed activities in order for the child to learn to love school. Children most likely will have another year of preschool or attend Transitional Kindergarten the following year. Social and emotional growth are emphasized as well as an introduction of academic skills. **Child must turn 4 by 3/1/20 and potty trained.**

## Add a day

Children can attend additional days per week if space allows. 9am-12pm

## Pre K

Children attend five days a week. The goal of this program is to introduce more structured and teacher directed activities in order for the child to grow and learn in all developmental areas. Social and emotional growth are emphasized in addition to academic skills, since all are important for Kindergarten success the following year. **Child must turn 4 by 9/1/19.**

PROGRAM	MINIMUM AGE	DAYS	TIMES	2018-19 MONTHLY TUITION*	ADD A DAY
Threes	3 by 12/31/19	Tues/Thurs	9AM-12PM	\$350	\$125/mo. per additional day
Young Fours	4 by 3/1/20	Mon/Wed/Fri	9AM-12PM	\$475	\$125/mo. per additional day
Pre K	4 by 9/1/19	Mon thru Fri	9AM-1PM	\$700	None

\*Tuition for 2019-20 will be determined in March 2019.



# APPLICATION FOR 2018-19 SCHOOL YEAR

**CATEGORY**

- Current family
- Alumni
- Menlo family
- New family

Child's Name ..... DOB ..... Gender .....

**PROGRAMS**

- Threes** 3 by 12/31/19  Tues/Thurs 9AM-12PM
- Threes/Young Fours** 4 by 3/01/20  Mon/Wed/Fri 9AM-12PM
- Add:**  Mon  Tues  Weds  Thurs  Fri 9AM-12PM
- Pre K** 4 by 9/01/19  Mon-Fri 9AM-1PM

**CONTACT INFORMATION**

Parent(s) Name(s) .....

Address .....

Daytime Phone ..... E-Mail .....

Languages spoken at home .....

How I heard about Saratoga Kirk House .....

**I understand**

- ▶ My \$100 registration fee for each child is non-refundable.
- ▶ Once the classes are filled, names will go on a wait list in the order they are received.
- ▶ Classes are contingent upon sufficient enrollment and staffing.
- ▶ I will be notified in April of my enrollment status.
- ▶ Saratoga Kirk House does not discriminate on the basis of race, nationality, religion or ethnic origin.

Parent Signature ..... Date .....