

the little school



Dear Parents,

It is exciting to make plans for the academic school year 2016-2017. To help us meet the needs of your child(ren), as well as the little school at Kids Cottage, we are asking all parents to respond immediately for the best possible opportunity for placement.

Please note that all of our classes are based on age. In most cases, your child(ren) will be placed in a class based on his/her birth date. Information about what class your child will be placed in will not be available until late August 2016. However, we will confirm that your registration materials have been received and that your child's placement is secure.

Pre-Wee/Wee Little

The Pre-Wee/Wee Little program has been developed especially for the 18-30 month old child. It is a curriculum-based program with an emphasis on language, motor and social-emotional development. Pre-Wee/Wee Little provides a nurturing environment to ease the transition from home to the preschool setting. Children must be 18 months of age by August 31, 2016 to enroll in this class. Parents will be responsible for supplying diapers and wipes for their child.

4 Day Play Little

Play Little is a program developed especially for the two to three year old child. It is a curriculum-based program with an emphasis on social and emotional development as well as language and motor development. Play Little provides a nurturing environment to ease the transition from home to the preschool environment.

Four (4) Day Preschool

The four day preschool program consists of classes that are designed for the three to four year old child. It is a curriculum-based program that focuses on all areas of development with an emphasis on social and emotional development. The Handwriting Without Tears program will also be introduced in this class. These children will participate in a variety of enrichment activities including weekly foreign language, phonics and music classes.

Five (5) Day Preschool

The five day preschool program consists of classes that are designed for the four to five year old child. This program gives children an opportunity to gain a positive sense of self in the group setting and enhance his/her intellectual skills. In addition, the Handwriting Without Tears program will be implemented in this class. These children will participate in a variety of enrichment activities including weekly foreign language, phonics and music classes. If developmentally ready and chronologically age appropriate (i.e., five years old by August 31, 2017), children enrolled in the five-day preschool program will progress to Kindergarten the following year.

Pre-Kindergarten

The five day Pre-Kindergarten program generally applies to children with birthdays near the cutoff date of August 31, 2016 for public school entry. The Pre-Kindergarten year gives children an opportunity to gain a positive sense of self in the group setting and enhance his/her intellectual skills while preparing them for a successful Kindergarten year. In addition, the Handwriting Without Tears program will be implemented in this class. This class will primarily consist of children who turn five during the summer and early fall of 2016.

Pre-K Enrichment (12pm-3pm Monday-Friday)

The Pre-K Enrichment program is designed for children who will be five by August 31, 2017. This program gives students the opportunity to expand the preschool experience into the afternoons and will help prepare students for a full day of school in the upcoming year. Students will participate in numerous projects and learning activities including science, math enrichment, creative movement, poetry, art and more! Each day will also consist of time for recess, lunch, and afternoon snack.

Afternoon Little

Afternoon Little is a service offered both before and after school hours to children who are enrolled in a little school at Kids Cottage preschool/Pre-K class. The Afternoon Little program is a planned program that enhances the curriculum from the school day in a less structured environment. It includes a time for lunch, rest, stories, afternoon snack, crafts, cooking, outdoor play and indoor free play.

Registration for the 2016-2017 Afternoon Little program will be valid from August 1, 2016 through July 31, 2017. A nonrefundable \$45.00 registration fee per family is required to enroll in the Afternoon Little program.

Full Time Rates

In addition to a discounted rate, children registered for full time Afternoon Little are guaranteed services Monday-Friday from 7:00am-6:00pm. Full time services are not available for children enrolled in our two day program. **Families enrolled in the full time Afternoon Little program will pay the full time weekly rate every week throughout the school year, even if you choose not to use the services. This includes the preschool holiday breaks, family vacations, and missed time for illness.**

Full Time Weekly rate for children enrolled in a three-day Preschool class:

Includes 3 days of before/after school care & 2 full days of child care
Total for week: \$175/week

Full Time Weekly rate for children enrolled in a four-day Preschool class:

Includes 4 days of before/after school care & 1 full day of child care
Total for week: \$160/week

Full Time Weekly rate for children enrolled in a five day Preschool/Pre-K class:

Includes 5 days of before/after school care
Total for week: \$145/week

Full Time Weekly rate for children enrolled in the five day Pre-K and Pre-K Enrichment class:

Includes 5 days of before/after school care
Total for week: \$85/week

- **Note:** Full time weekly rates are in addition to the monthly pre-school tuition.

Drop-In Rates

Drop-in Afternoon Little services are available Monday-Friday before and after school. Ask about availability.

\$10 per hour for Preschool/Pre-K children NOT enrolled in the afternoon little program.

No registration fee is required.

\$8 per hour for children enrolled in the Afternoon Little program.

A \$45.00 registration fee per family is required.

\$5 per hour for each additional child in the same family.

Families will be permitted to switch from full time Afternoon Little to drop-in Afternoon Little or vice-versa one time per school year.



REGISTRATION FORM

Registration fee : _____

Date: _____

A non-refundable \$125.00 registration fee must accompany all applications. In addition, the August tuition is required as a deposit for all new little school at Kids Cottage families. Please return this registration form, the concurrence form with a completed automatic debit authorization if applicable, and the appropriate payment to the school to secure placement.

Please keep in mind that all of our classes are based on age. In most cases, your child(ren) will be placed in a class based on his/her birth date. Information about what class your child will be placed in will not be available until late August. However, we will confirm that your registration materials have been received and that your child's placement is secure.

If your child is eligible for the PRE-WEE or WEE-LITTLE class, please note your first and second choice.

2 Day _____

3 Day _____

Child's Name: _____
Last First Birthdate

Sibling Name(s) & Age _____

Known Allergies/Dietary Restrictions/Medical Concerns: _____

Preschool Experience: _____

Mother's Name: _____
Last First Home Phone

Mother's Place of Employment: _____
Work Phone #

Employment Address: _____
Cell Phone #

Home Address: _____
Street City Zip Code

Email Address: _____

Father's Name: _____
LAST FIRST Home Phone #

Father's Place of Employment: _____
Work Phone #

Employment Address: _____
Cell Phone #

Home Address: _____
Street City Zip Code

Email Address: _____

Emergency Contact: _____ Phone #: _____

Comments: _____

To enroll in the Afternoon Little Program and/or the Pre-K Enrichment Program please initial below:

Afternoon Little Program

Registration Fee: \$45.00(per family)

Full Time: _____ Drop In: _____

Pre-K Enrichment Program

Registration Fee: \$0

12pm-3pm (5 days/wk): _____



Tuition Rates 2016-2017

Preschool/Pre-K Registration Fee:

A non-refundable registration fee of \$125.00 is payable at the time of registration and must accompany the application unless the class is full at the time of registration. In addition, the August tuition payment is required as a deposit for new little school at Kids Cottage families. Please note, in order for us to hold a spot for your child for the upcoming 2016-2017 school year, your child's 2015-2016 tuition must be paid in full by May 10, 2016.

Field Trip/Visitor/Special Event Fees:

| | | |
|--------------------|------------------------|-----------------------|
| Play Little: | \$75 Due in September | \$75 Due in February |
| Preschool & Pre-K: | \$125 Due in September | \$125 Due in February |

Pre-Wee & Wee Little Tuition:

Two Day – Tuesday, Friday - \$2505/year (\$250.50 in 10 monthly payments)
 Three Day – Monday, Wednesday, Thursday - \$3450/year (\$345.00 in 10 monthly payments)

Play Little & Pre-School Tuition:

Four Day Play Little – Monday through Thursday - \$3910/year (\$391.00 in 10 monthly payments)
 Four Day Pre-School – Monday through Thursday - \$3910/year (\$391.00 in 10 monthly payments)
 Five Day Pre-School – Monday through Friday - \$4375/year (\$437.50 in 10 monthly payments)

Pre-Kindergarten Tuition:

Five Day – Monday through Friday – \$4375/year (\$437.50 in 10 monthly payments)

Pre-K Enrichment Tuition:

Five Day – Monday through Friday, 12pm to 3pm - \$1790/year (\$179.00 in 10 monthly payments)

Afternoon Little Tuition: Available Monday-Friday 7am- 6pm

Registration Fee: \$45.00 per family
 Full Time (3 day class): \$175/week
 Full Time (4 day class): \$160/week
 Full Time (5 day class): \$145/week
 Full Time (Pre-K/Enrichment Program students): \$85/week
 Drop-In: \$8/hour for children enrolled in the Afternoon Little program (\$10/hour for children not enrolled in the Afternoon Little program).

Additional Information:

- A \$100.00 discount will apply for each of the following:
1. Your child's yearly preschool tuition is paid in full by August 1, 2016.
 2. A child has an older sibling attending the little school for the 2016-2017 school year.

Tuition payments are due according to the plan selected on the concurrence form. A late fee of 3% of the total due will be charged to the account if payment is not paid on the due date per the concurrence form. There will be a charge of \$40.00 for any returned checks. Any account sent to collections will incur a 35% interest charge which will be added to your account at little school at Kids Cottage. As of August 1, 2016, the first month's tuition for all preschool classes will be nonrefundable. A little school at Kids Cottage withdraw form must be submitted 30 days prior to a student's last day if your child will not complete the 2016-2017 school year.

I agree to pay the applicable rates as listed above.

Parent signature _____ Date _____



Concurrence Form

Name of Student: _____

School Year: 2016-2017

Individual Responsible for Tuition Payments

Name: _____

Address: _____

Signature: _____ Date: _____

Preschool/Pre-K Registration Fee:

A non-refundable registration fee of \$125.00 is payable at the time of registration and must accompany the application unless the class is full at the time of registration. In addition, the August tuition payment is required as a deposit for new little school at Kids Cottage families.

Please INITIAL your choice.

_____ **(Plan A)** Payment in full due by August 1, 2016 (if this option is selected, a \$100 discount will be applied at time of payment). Payment may be made using cash, check, debit or credit card (i.e., Mastercard, Visa, Discover, American Express). All miscellaneous charges (i.e., field trip fees, extended care, monthly classes, birthday parties, etc.) incurred on a monthly basis will be due on the 1st of each month. Please complete the attached auto debit form.

_____ **(Plan B)** Payment of fifty percent (50%) of the tuition is due August 1, 2016 and the remaining fifty percent (50%) of the tuition due January 1, 2017. Payments may be made using cash, check, debit or credit card (i.e., Mastercard, Visa, Discover, American Express). All miscellaneous charges (i.e., field trip fees, extended care, monthly classes, birthday parties, etc.) incurred on a monthly basis will be due on the 1st. Please complete the attached auto debit form.

_____ **(Plan C)** Payment in ten (10) equal, consecutive monthly installments will begin on August 1, 2016 and end on May 1, 2017. If you choose this option, the monthly payments will be automatically deducted from your debit or credit card (i.e., Mastercard, Visa, Discover or American Express). If you select this plan, an automatic debit authorization must accompany your concurrence and registration forms.

Please note, regardless of the plan you choose all miscellaneous charges including, but not limited to, field trip fees, extended care, monthly classes, birthday parties, etc. will be deducted along with your tuition (if applicable) on the 1st of each month. In addition, all final miscellaneous monthly charges will be deducted from your credit/debit card on June 1, 2017.

Please see Allison or Lisa if you have any questions.

the little school



Automatic Debit Authorization

All charges posted to your account on a monthly basis (i.e. tuition, field trip fees, extended care, drop-in, monthly classes, movie night, birthday parties, enrichment fees, etc.) will be processed on the 1st of each month and deducted from your debit or credit card. Please complete the form below with your card information, signature and date. **If the 1st of the month falls on a weekend or holiday, payments will be charged on the following business day.**

Name: _____

(As it appears on your card)

Child/ren Name: _____

Type of Card (circle): Mastercard— — Visa— — Discover

Card Number: _____

Exp. Date: _____

Signature: _____ Date: _____

Contact Phone Number: _____