



Clifton Presbyterian Church Preschool
12748 Richards Lane
P. O. Box 320
Clifton, Virginia 20124
(703) 830-3175
Email: preschool@cliftonpc.org
Website: www.cliftonpc.org/preschool-home

January 2023

Dear Parent(s):

It's registration time! Clifton Presbyterian Church Preschool begins registration for the **2023—2024 school year** this month. The following information is provided to answer any questions about our registration procedure. Please take time to carefully read the provided information and accurately complete all information requested. Should you have any questions, **please feel free to contact the preschool office Monday through Friday (9:00 am – 3:30 pm) or via email at preschool@cliftonpc.org.**

AGE ELIGIBILITY:

Children enrolling in the 2.5-year old program should be 2 by March 1, 2023.

Children enrolling in the 3-year old program should be 3 by October 1, 2023.

Children enrolling in the older 4/5-year old program should be 4 by October 1, 2023.

ALL CHILDREN IN THE 3'S AND 4/5'S PROGRAMS MUST BE COMPLETELY TOILET TRAINED BEFORE ATTENDING SCHOOL.

2023/2024 PRESCHOOL PROGRAM SELECTIONS can be found on the attached

“Program Information and Monthly Rates” sheet.

Preschool Programs are offered in the mornings **9 AM - noon.**

Extended care is a continuation of the school day offered from **12:00-3:30 pm.**

This program allows your child to stay for lunch. After lunch, students will observe quiet time (no naps); then participate in story time, free-play (outside/inside), crafts and games.

TOURS:

We welcome tours anytime! Please call the preschool office or email us (address above) to schedule your time slot. This will allow you to visit our preschool (with or without your children). We look forward to meeting with you!

THE REGISTRATION PROCESS (NEW THIS YEAR – ELECTRONIC FORM):

Applicants qualify for either PRE-Registration ~OR~ OPEN-Registration – explained on next page.

We offer **PRE-REGISTRATION** to 1) continuing students, 2) alumni, and 3) Clifton Presbyterian Church members. (Church members are those who have met personally with the Session of Clifton Presbyterian and have been placed on our official membership rolls.) Please check with the preschool office if you have any questions concerning your eligibility. For those who don't qualify for Pre-Registration, please follow the instructions for our Open-Registration.

Please see instructions for each below.

PRE-REGISTRATION:

Pre-Registration will take place **January 9—January 20, 2023**. Pre-Registration applications will be accepted beginning Monday, January 9 at 8:45 AM and will continue until 3:30 pm on Thursday, January 20th. Please be advised that **priority will no longer be given to Pre-Registration applicants after January 20th**.

Pre-Registration applications should be submitted via the Google link provided.

A **non-refundable \$90.00 registration fee** is required at the time of registration for all applicants. New applicants must also provide a photocopy of the child's birth certificate attached to the application.

Applications will be timestamped based on the following priorities:

- 1) Continuing Students
- 2) Alumni
- 3) Clifton Presbyterian Church Members

Priority placement applies to admission to the preschool; however, **class placement will be made at the discretion of the director in order to have well-balanced classes.**

OPEN -REGISTRATION:

For those who do not qualify for Pre-Registration, all new families may submit your application via the Google link (posted on our website, Facebook page, or obtained by emailing/calling the preschool office) on a first served system starting Monday, January 23rd at 8:45 AM.

Please note the following:

1. Your registration is not complete until your **non-refundable \$90.00 registration fee** has been received (cash, check, or via Zelle)
2. New applicants must provide a photocopy of your child's birth certificate (preferably to the preschool email address)

We will begin placing Open-Registrants into available classes, beginning Tuesday, January 24th.

Applications received after this date will be processed in the order they are received, filling any remaining available class slots.

WHAT TO EXPECT AFTER REGISTRATION:

ENROLLMENT CONFIRMATION:

All applicants will receive notification of enrollment status as soon as possible after the Open-registration. We respectfully request that you do not call the preschool office to inquire on the status of your child's enrollment. **WE WILL NOTIFY YOU AS QUICKLY AS POSSIBLE, ONCE WE HAVE PLACED ALL OF OUR APPLICANTS.** At that time, information regarding health and medical forms will be provided. Please understand that it would be our greatest desire to place each and every child in our program, but due to enrollment limitations this is not always possible. Our staff will put forth every effort to make the registration process as fair as possible; however, your cooperation is not only greatly appreciated but is also necessary toward this end. Thank you for your patience.

REQUIRED FEES:

A \$90.00 non-refundable registration fee must accompany all applications at the time of registration. If your child is accepted into the preschool, September payments will be due on or before **MARCH 15, 2023**. This will insure your child's enrollment for Fall 2023. **Refunds for this first month's tuition and extended/aftercare fees will be made ONLY if you notify the preschool that you have relocated out of the Northern Virginia Area.** The preschool reserves the rights to offer your slot to another child should you fail to meet the deadlines for these required fees.

Thank you so much for your interest in our school. We look forward to seeing you during registration.

Sincerely,
The Staff
Clifton Presbyterian Church Preschool