



REGISTRATION PROCEDURES

(Please read carefully as certain class options and policies have changed.)

1. Registration for continuing students and church members is conducted approximately the first week in February. This is a closed registration period exclusively for students in these two categories, and they will receive priority placement over siblings, past siblings, and community members. All church members and continuing students registering during this period are guaranteed placement at La Casa de Cristo Preschool for the next school year.
2. The registration "guarantee" refers only to the assurance that those continuing students and church members' children are confirmed a placement within the school. **The "guarantee" does NOT refer to guarantee of placement in an AM or PM class opening, or to guarantee of first option.**
3. Priority registration for the 2012-2013 school year will take place for one week only beginning January 30 and extending through February 3, 2012. Completed registration forms may be turned in to the Preschool Office at any time during the priority registration period. There is no benefit to registering the first day or the last day, but registration forms MUST be received NO LATER THAN 1:00 PM, February 3 to be given priority.
4. **The \$175.00 registration fee MUST accompany the registration form.** Your registration is not complete without the fee. **This fee is non-refundable.**
5. The demand for certain class options is great. In the event that a particular class overfills with continuing students and church members, all parents for that class will be notified that they must re-register for their first option. Should this occur, only the parents requesting that specific class will need to re-register and will be contacted immediately with instructions on the re-registration procedure. **The date for re-registration, if needed, is Saturday, February 11, 2012.**
6. Class confirmation notification letters will be mailed out after March 1st.
7. Parent's next contact after confirmation will be in June by school newsletter. In August, parents will receive information regarding classroom/teacher assignments, classroom visits, Parent Orientation, and the beginning of the new school year.
8. Tuition fees are paid on a monthly basis. August tuition is prorated and May tuition is paid in advance. Both are due in August of the new school year.
9. **Lunch Bunch fees are non-refundable** and assessed as a yearly fee. This fee can be paid in full at sign up or paid in three equal payments due on September 10, October 10 and November 10. Full payment is still expected in the event of early withdrawal. **A \$25.00 non-refundable deposit is required at time of registration.**
10. Discovery Time Hour is from 1:00 to 2:00 immediately following Lunch Bunch on the day designated for this option. Students must be enrolled in that day of Lunch Bunch to be eligible for enrollment in this hour. **Discovery Time fees are non-refundable** and assessed as a yearly fee. This fee can be paid in full at sign up or paid in three equal payments due on September 10, October 10, and November 10. Full payment is still expected in the event of early withdrawal. **A \$25.00 non-refundable deposit is required at time of registration.**

INDICATE CHILD T-SHIRT SIZE
CIRCLE ONE)
Small - 2/4 Medium - 4/6

**REGISTRATION APPLICATION
2012-2013 SCHOOL YEAR**

OFFICE USE ONLY:
WL# _____ # _____

**LA CASA DE CRISTO CHRISTIAN PRESCHOOL
6300 E. BELL RD, SCOTTSDALE, AZ 85254
(Please print clearly)**

REGISTRATION APPLICATION DATE _____ TIME _____

CHILD'S NAME _____ SEX _____ BIRTHDATE _____
(FIRST) (LAST)

HOME ADDRESS _____ CITY _____ ZIP _____

HOME PHONE _____ CELL _____ E-MAIL _____

FATHER'S NAME _____ MOTHER'S NAME _____

EMPLOYER _____ EMPLOYER _____

BUSINESS PHONE _____ BUSINESS PHONE _____

CLASS OPTIONS (CHECK FIRST OPTION)

_____ MINI 3'S	T/TH	AM	3 YR OLD CLASS	(3 BY DEC. 31)
_____ 2D3'S	T/TH	AM	3 YR OLD CLASS	(3 BY SEPT. 1)
_____ 2D3'S	T/TH	PM	3 YR OLD CLASS	(3 BY SEPT. 1)
_____ MINI 4'S	MWF	AM	4 YR OLD CLASS	(4 BY DEC. 31)
_____ 3D4'S	MWF	AM	4 YR OLD CLASS	(4 BY SEPT. 1)
_____ 4D4'S	M-TH	AM	4 YR OLD CLASS	(4 BY SEPT. 1)
_____ 4D4'S	M-TH	PM	4 YR OLD CLASS	(4 BY SEPT. 1)
_____ 4D5'S	M-TH	AM	5 YR OLD CLASS	(5 BY DEC. 31)
_____ 4D5'S	M-TH	PM	5 YR OLD CLASS	(5 BY DEC. 31)

_____ Lunch Bunch MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY (3 BY DEC. 31)

_____ Discovery Time Hour WEDNESDAY (must be enrolled in Wednesday Lunch Bunch)

WRITE IN SECOND CLASS OPTION _____

(Should your first class option become filled, you will automatically be placed in your second option if available, and be put on the wait list for your first option. In the event enrollment is not sufficient, we reserve the right to close and not offer certain sections.)

I INTEND FOR MY CHILD TO ATTEND FOR THE ENTIRE SCHOOL YEAR AND UNDERSTAND THAT I NEED TO GIVE ONE MONTH'S NOTICE OF WITHDRAWAL AND SIGN A WITHDRAWAL FORM. LUNCH BUNCH AND DISCOVERY TIME FEES ARE PAID IN ADVANCE AND ARE NON-REFUNDABLE.

SIGNATURE OF GUARDIAN REGISTERING _____

WOULD YOU LIKE TO RECEIVE INFORMATION REGARDING: CHURCH MEMBERSHIP SUNDAY SCHOOL MOPS

OFFICE USE ONLY NONREFUNDABLE PROCESSING FEE _____ DATE _____ NONREFUNDABLE REGISTRATION FEE _____ DATE _____ NONREFUNDABLE DEPOSIT -LUNCH BUNCH _____ DISCOVERY TIME _____	REGISTRATION PACKET SENT _____ CHURCH _____ CURRENT _____ SIBLING _____ PAST _____ COMMUNITY _____
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