

St. Mark Preschool

A Ministry of St. Mark United Methodist Church
6795 Whitesville Road, Columbus, GA 31904 (706-327-3372)
preschool@stmarkumc.com

2024 – 2025 School Year

Days and Hours of Operation

Monday – Friday, 9:00 AM – 12:30 PM. Our program year follows the Muscogee County School District calendar for most dates, including holidays, planning days, bad weather days, and the school year ending date. Students may not be left at the preschool before 9:00 AM or remain after 12:30 PM.

Curriculum

Our curriculum is designed to develop each child's social, self-help and school readiness skills. We emphasize the principles of Christian living in all areas by using a curriculum that is created specifically for our program.

Classes Offered (based on the child's age as of September 1st)

4 year old class	3-5 days per week
3 year old class	3-5 days per week
2 year old class	3-5 days per week
1 year old class	2 days per week

Tuition and Fees

Registration fee: **\$100 per child, non-refundable.** Registration fee is due each year upon enrolling your child in the preschool program for the coming year. Monthly tuition is due on the **1st school day** of each month, August through May. A late fee will be added if tuition is paid after the 10th day of the month. Should you choose to remove your child from the preschool sometime during the year, please give one month's advance notice. Please ask about our military, and multiple child discounts.

5 days - \$ 300/month (Monday – Friday)

3 days - \$ 240/month (Tuesday – Thursday)

2 days - \$ 180/month (Tuesday and Thursday) – One year old class only

Supply Fee

In lieu of a supply list, we require a \$100 supply fee. This fee is due in full by July 1st or upon registration if registering after July 1st, 2024. This fee covers all the things we need to function everyday big and small and is so important to the success of our preschool family.

To complete the registration process, ensure we have a spot available, fill out the registration form and pay the registration fee to the preschool director. This reserves your enrollment for August. Updated immunization forms should be submitted by the first day of the school year.

ST. MARK PRESCHOOL FINANCIAL POLICY

Revised as of January 2024

REGISTRATION AND SUPPLY FEES

The registration fee for all Preschool classes is \$100 per child. Registration fees are due at the time of registration and are **non-refundable**. The supply fee for all students is \$100 and is due by July 1st or upon registration if after this date. This fee is in lieu of the supply list. There are no Military or staff discounts on these fees.

TUITION PAYMENT

Monthly tuition fees are due on the first day of the month and delinquent after the tenth of the month. A late fee of \$5 will be added to all payments made after the 10th with an additional \$5 added for each additional day. Payments will be considered excessively late if not paid by the 20th of the month. A conference with the Director will be necessary to determine if future enrollment will be possible and to set up a plan for payment.

Payments are due in full each month even if the child does not attend every day or if holidays occur. Payments can be made by card, cash, check or money order (payable to St. Mark Preschool). Students who enroll during the school year and wish to begin attending mid-month will be charged a pro-rated amount for the first month.

Withdrawal before the last day of the month will require payment for the whole month's tuition, unless at least one month's notice of withdrawal date was given in advance. There will be no refunds of tuition paid.

RETURNED CHECKS

A \$25 fee will be charged on all returned checks. More than two returned checks will result in fees payable only by money order.

LATE PICK-UP FEES

All Preschool classes begin at 9:00 AM and end at 12:30 PM. Children may not be left unattended at school before 9:00 AM. Their teacher will take children who remain after 12:35 PM to the office for pick-up there. You will be required to sign your child out and pay the appropriate late charges. Late fees will begin at 12:36 PM. You will be charged \$1 for each minute that you are late. If you arrive at 12:40, you will owe \$10. If you arrive at 12:37, you will owe \$7 and so forth. Pick-up time will be calculated according to the St. Mark Preschool office clock. Staff members depart at 12:45 PM and the building is closed. If your child is picked up late more than 3 times or if we have difficulty contacting you for late pick up your child will be expelled with no refunds offered. We understand emergencies happen, but we must be able to talk to you to discuss the situation. After-school care is not available through the Preschool.

**This calendar is subject to change. Two school picture days will be scheduled throughout the year.
Field trips may be added for the 3 & 4's classes. This calendar was revised 1/24/2024.**

St. Mark Preschool Calendar

2024-2025

Friday, August 9	Parent Open house 5 to 7 PM
Tuesday, August 13	First Day of School
Monday, September 2	Labor Day: No School
Thursday, September 5	Grandparents Luncheon 11:30
Friday, October 4	No School: Teacher Planning
Monday, October 7	Columbus Day: No School
Thursday, October 31	Halloween Trick or Treating @ 11:30
Monday, November 11	Veterans Day: No School
Thursday, November 21	Preschool Thanksgiving Potluck @11:30
Monday, November 25-Friday, November 29	Thanksgiving Break: No School
Tuesday, December 17	Christmas Program @11:30
Thursday, December 19	Class Parties @11:30
Friday, December 20- Monday, January 6	Christmas Break: No School
Tuesday, January 7	First Day back to school
Monday, January 20	MLK Jr. Holiday: No School
Thursday, February 13	Valentine's Day Parties @11:30
Friday, February 14	No School: Teacher Planning
Monday, February 17	President's Day: No School
Monday, March 3 -Friday, March 7	Read Across America Week
Thursday, March 27	Easter Egg Hunt
Monday – Friday, March 31-Friday, April 4	Spring Break: No School
Thursday, April 17	Parent's Breakfast @9:00
Monday - Friday May 5-9	Teacher Appreciation Week
Thursday, May 15	Graduation/Promotion Ceremony 11:30
Thursday, May 15	Last Day of School Year

We loosely follow the Muscogee County School Schedule. We always follow their bad weather days! If Muscogee County Delay their school start time we will close.

St. Mark Preschool Registration 2024/2025

Name _____ Birth Date: ____/____/____

Age as of Sept 1 2024 _____ My child is... potty trained, working on it, in diapers (circle answer)
Days of Care - 2 days, 3 days, 5days (circle one)

PARENT/GUARDIAN INFORMATION

Mother: _____ Phone: _____ or _____

Address: _____

City: _____ State: _____ Zip Code: _____

Employer: _____ Email: _____

Father: _____ Phone: _____ or _____

Address: _____

City: _____ State: _____ Zip Code: _____

Employer _____ Email: _____

Child Lives With _____

CHILD PICK-UP INFORMATION IN ADDITION TO MOM AND DAD

Please list below the people who have permission to pick up your child. Anyone picking up your child must have picture ID.

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

EMERGENCY CONTACTS IN ADDITION TO MOM AND DAD

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

EMERGENCY INFORMATION

1. Child's Physician: _____ Phone: _____

2. Preferred Hospital: _____ Phone: _____

3. Insurance Company: _____ Policy #: _____

4. Regular Medications: _____

5. Any special health conditions/ allergies:

Should my child become ill or suffer an accident in the care of St. Mark Preschool, and I cannot be reached I hereby authorize the Preschool to secure emergency medical attention for my child if it becomes necessary.

Sign _____ Date _____

Three and four year old class only- I hereby give St. Mark Preschool permission to transport my child to and from all field trips destinations.

Sign _____ Date _____

I understand that this program is not a licenced child care facility. I also understand that this program is not required to be licenced by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements.

Sign _____ Date _____

How did you hear about us? _____

I received a copy of the Preschool Financial Policy. I have read and agree to everything outlined in the policy.

Sign _____ Date _____

Photos of my child may be posted on the Preschool's Facebook Page.

Sign _____ Date _____