



# Mt. Pisgah Preschool

1100 Mt. Pisgah Drive, Midlothian, Virginia 23113

804-794-1720 • preschool@mtpisgahva.org

## 2023 – 2024 REGISTRATION FORM

Child's Full Name: \_\_\_\_\_ Prefers to be called: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age as of 9/30/23 \_\_\_\_\_ Gender: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

Subdivision: \_\_\_\_\_ Zoned Elementary School: \_\_\_\_\_

Child Resides With: \_\_\_\_\_ Church Affiliation: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

First Contact #: H / W / C \_\_\_\_\_ First Contact #: H / W / C \_\_\_\_\_

Second Contact #: H / W / C \_\_\_\_\_ Second Contact #: H / W / C \_\_\_\_\_

Primary Email Contact: \_\_\_\_\_

Secondary Email Contact: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Current and previous preschool program attendance: \_\_\_\_\_

Important developmental/health information that impacts child's participation in preschool activities:

### **Emergency Information:**

Name of Child's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Allergies: \_\_\_\_\_

Emergency medication  
to be kept at preschool?  
Yes / No

Persons to be contacted and who have permission to pick up the above-named child if parents cannot be reached:

Name	Relationship to Child	Phone
1. _____		
2. _____		

Persons specifically prohibited from picking up the above-named child:

### **Class Placement (For Office Use Only)**

\_\_\_\_\_ 2D2 ½ \_\_\_\_\_ 2D3 \_\_\_\_\_ 3D3 \_\_\_\_\_ 4DPK \_\_\_\_\_ 5DPK

## Program, Tuition, and Fees

**Registration Fee:** \$100/child, \$150/family; To register please submit the registration fee (make checks payable to *Mt. Pisgah Preschool*) along with this completed registration form. **This fee is non-refundable.** Your cashed check will serve as confirmation of your child's enrollment in our school. You will receive an enrollment letter mid-spring that will provide the next steps of the enrollment process for the 2023-2024 school year including program placement, documents required for attendance, and back-to-school timeline.

Please indicate your preference for the program in which you would like your child to be enrolled by writing a "1" and "2" in the space next to each class for his/her age group. If only one space is marked it will be assumed that no other choice will be acceptable if that class is filled, and your registration will be returned. Registration fees are otherwise non-refundable. Minimum enrollment is required to maintain the integrity of our program; should any of our programs not maintain minimum enrollment, we reserve the right to change the class offerings. Our 2023-2024 Mt. Pisgah Preschool Parent Handbook will be available at Parent Orientation and detail our specific school year policies and procedures including the school year calendar and observed closures.

### **Monthly Tuition Installment**

### **Program Selection (Indicate preference: "1" and "2")**

____\$220	Two Day 2 ½ yr. old	Tuesday and Thursday
____\$220	Two Day 3 yr. old	Tuesday and Thursday
____\$270	Three Day 3 yr. old	Monday, Wednesday, Friday
____\$330	4 Day Pre-Kindergarten	Monday-Thursday
____\$360	5 Day Pre-Kindergarten	Monday-Friday

**Tuition Deposit:** Equal to one month's tuition installment; due by May 1, 2023 and is **non-refundable.** This confirms your enrollment in our program. In fairness to families on our waiting list, please understand that your child may be withdrawn from enrollment at the discretion of the Preschool Director/Council if the Tuition Deposit is not received by the due date. For your convenience, yearly tuition may be broken into monthly installments. **Tuition installments are due on the first of each month September 2023 through April 2024.**

**Activity & Supply Fee:** One-time \$100 fee; due by May 1, 2023 and is **non-refundable.** This fee covers special activities in our program and consumable supplies used throughout the year.

Enrollment is for the school year. If for any reason your child should be withdrawn from our program after the Tuition Deposit has been paid, we require a 30-day written notice, and any installment due within that 30-days must still be paid. If you do not provide notice, tuition installments will continue to be due on the first of each month. If you withdraw on or after March 1, 2024, the April 2024 tuition installment remains due.

Parent/legal guardian signature acknowledging the information/policies provided in this registration agreement:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Birth Certificate Information:** All parents must provide an original birth certificate for their child to be verified by a staff member prior to the first day of school.

*(For Office Use Only)*

Birth Certificate Number: \_\_\_\_\_

Date of Issuance: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Verified by staff member: \_\_\_\_\_

Date: \_\_\_\_\_