



Mt. Pisgah Preschool

1100 Mt. Pisgah Drive, Midlothian, Virginia 23113
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Registration Information: 2023 – 2024 School Year

Welcome to Mt. Pisgah Preschool! We are excited that your family will be a part of our preschool community for the 2023-2024 school year! The following information explains our registration process and timeline for when registration opens for your family. After receiving this information, you may send me your registration paperwork at any time. Your registration will be numbered in the order that it was received, and your child will be enrolled as space is available when your registration period opens.

Registration Timeline:

Monday, December 12, 2022 – Friday, December 16, 2022

“Priority In-House” Registration for current students and their siblings

Wednesday, January 4, 2023 – Thursday, January 5, 2023

“Early Registration” for siblings of graduated students

Friday, January 6, 2023

“Open Registration” for new families begins

Registration Process:

Please call or email the preschool office to schedule a time to submit the following items.

- ☐ **Completed Registration Form**
- ☐ **Registration Fee of \$100 (\$150 per family)**
- ☐ **Original Birth Certificate for new students (I will make a copy)**

In mid-spring you will receive a packet that details out the next steps in the enrollment process. **The Tuition Deposit (equal to your monthly tuition installment) and Activity & Supply Fee are due MAY 1, 2023 and are non-refundable.** In fairness to families on our waiting list, please understand that your child may be withdrawn from enrollment at the discretion of the Preschool Director/Council if the Tuition Deposit and Activity & Supply Fee are not received by the due date to confirm your child’s enrollment in our program.

Eight subsequent Tuition Installments will be due on the 1st of each month, beginning with September 2023 and ending with April 2024. 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 If for any reason your child should be withdrawn from our program after the Tuition Deposit has been paid, we require a 30-day written notice and any installment due within that 30-days must still be paid.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, 2023, the April 2024 tuition installment will remain due.

Thank you for partnering with us during the preschool years. I am excited to work with your family and look forward to a new year of learning together. Please do not hesitate to reach out to me in the preschool office with any questions you have between now and the start of the 2023-2024 school year.

Respectfully,
Sarah McCrum, Preschool Director