

ST. MICHAEL THE ARCHANGEL PRESCHOOL

June, 2010

Dear Parents,

Welcome to St. Michael's Preschool! We are happy that you have chosen our school for your child's first school experience. Plan on attending our Parent Orientation to better help you understand the school's philosophies and policies, and to meet your child's teachers. It is imperative that one or both parents attend this informative night, which will be held on **Thursday, August 19th at 7:00 p.m.** in Syrianey Hall. Plan on approximately one and a half hours for your baby-sitting needs.

The first day of school is Monday, August 23rd (for MWF classes and Jr. Kindergarten) and Tuesday, August 24th (for TTH classes). This is a day when **you stay with your child**. These are shortened class days. (We schedule only half of the class in at one time so that it will not be as confusing for your child). If your last name begins with the letters A-M, you will come for the first hour of your scheduled class time (8:45-9:45 or 12:30-1:30); if your last name begins with N-Z, you will come for the last hour of your scheduled class time (10:15-11:15 or 2:00-3:00). **It is imperative that you keep to your scheduled time!**

Tuition Information

Please send in the first tuition payment by AUGUST 10th. Payment must be made for your child to start school.

Payment Policies:

1. Tuition is annual. The tuition payment options are as follows: payable in full on August 10th, payable semi-annual (first half by August 10th and second half by January 9th), OR payable monthly (divided by 10 months with payment due by the 10th of each month, starting in August and last payment due May 1st).
2. St. Michael's Preschool will now accept Visa, MasterCard and Discover payments for any fees or tuition. Please see Dee Anne if you would like to charge your tuition on a monthly basis.
3. Tuition may be dropped into tuition box in the preschool office or mailed in. It is due by the 10th of each month.
4. Tuition payments received after the 10th of the month will be assessed a \$10 late fee payment. This fee will be waived if you have made previous arrangements with Dee Anne.
5. Withdrawals from program: A minimum of two weeks notice must be given to the Director.
6. Scholarships: Please see the Director for a scholarship form.

Schedule of Fees

1. A one time supply fee is due on or before August 10th of \$30.00. This can be included with your first monthly payment.
2. Annual tuition

	Annual	Semi-Annual	Monthly
TTH	1450.00	725.00	145.00
MWF	1830.00	915.00	183.00
Jr. Kindergarten	2970.00	1485.00	297.00

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Mail tuition to:
St. Michael's Preschool
19099 E. Floyd Ave.
Aurora, CO 80013

Lunch Bunch

A 45 minute lunch time for your child after the morning classes or before the afternoon classes will be offered on a first come first served basis. Each child **WILL BRING THEIR OWN LUNCH.** Lunches **WILL NOT** be provided. The cost for this program is \$4.00 per student, per day. This is a space available program and arrangements must be made in advance. If you wish to participate during the first week of school please call Dee Anne at 303-690-6523 to make arrangements.

Notes to Remember

First Tuition Payment.....	Due by August 10th
Parent Orientation	Thurs. August 19 th at 7:00 p.m.
First Day of School	Mon. August 23 rd (short day) MWF and Jr. Kind.
.....	Tue. August 24 th (short day) TTH
Second Tuition Payment.....	Due by September 10th
Medical Forms.....	Due By the First Day of School
Class Schedules.....	Morning classes 8:45-11:15 *Doors open at 8:40 (Lunch Bunch is 11:15 to 12:00)
.....	Afternoon classes 12:30-3:00 (Lunch Bunch is 11:45 to 12:30)

Thank you for allowing us to join with you in providing for the care, love and nurturing of your developing child. We look forward to another wonderful year!

Sincerely yours,

Dee Anne Toby
Director

Your child is registered for _____. If this is not what you registered for, please call Dee Anne at 303-690-6523.