Enrollment Instructions – Preschool

Current Families

Due to our Preschool classrooms filling up quickly, the below items are due by **February 23**.

Please note that registration to outside families will open up on February 26.

☐ Register on Gradelink

If you have a current student in grades K-8 and need to register a new preschool student: Login to Gradelink. Near the top, there is an option to add a new student.

If you are a current preschool family and would like to re-enroll:
Login to Gradelink. On the left side, there is an option to re-enroll. Please update any information on the form that is needed.

☐ Preschool Registration Form

Return a copy of the form to your child's preschool teacher or the school office. A copy is included in this packet.

☐ $100 Registration Fee

The school office accepts cash, check, or money order. This cannot be paid online.

*Please note ALL families are on a list to start. Once the above is complete, space will be evaluated in the preschool classroom to determine if there is a spot available for your student. You will be contacted by the school office regarding your student's status. We accommodate requests for classroom preference based on order of registration receipt.

_____

(Tuition payment options listed on back)

Options for Tuition Payment – Preschool

1. The lump-sum payment is due upon within 30 days of invoice date. (if requesting the pre-paid rate). This plan is the lowest cost to the family as there are no fees attached.

2. The FACTS monthly payment plan spreads the cost of tuition over ten payments, beginning in July. Payments are deducted from a bank account specified by the family through the FACTS Tuition Plan. Families will be charged the non-prepaid tuition rates to participate in this plan.

*Christ the King Financial Aid in not offered for preschool families.

Preschool Families are eligible to apply for The Mustard Seed Education Foundation scholarships.

*Each family will have a FACTS account created for them, regardless if the family is pre-paying tuition. Any fees throughout the school year (Extended Day, milk, supplies, etc.) will be billed through FACTS.

If your family plans on using the monthly tuition payment plan, you do not need to do anything with FACTS yet. In June, more directions will be sent with how to set up a payment plan.

Preschool tuition invoices will be e-mailed to families in the spring.

Please contact the school office if you have any questions (419-475-0909)

Christ the King School Preschool
Registration Form 2024-2025

(Please Print)
Family Name:_____

Child's Name:_____ Date of Birth:_____

Phone: _____ E-mail: _____

Please select a **PRESCHOOL PROGRAM**:

3-year-old preschool – must be 3 years old by August 1, 2024

2 days per week (Tuesday and Thursday)
***Must be fully independently potty-trained**

☐ **Half Day Program:** 8:30 a.m. – 11:00 a.m.

☐ **Full Day Program**: 8:30 a.m. – 2:30 p.m.

4-year-old preschool- must be 4 years old by August 1, 2024

***Must be fully independently potty-trained**

☐ **3 days per week** (Monday, Wednesday and Friday)
Full Day Program: 8:00 a.m. – 2:30 p.m.

☐ **5 days per week** (Monday through Friday)
Full Day Program: 8:00 a.m. – 2:30 p.m

EXTENDED CARE OPTION is available for preschoolers during the times listed below.
Cost is **$5.40**** an hour per child.
****Cost per hour may be increased to cover the cost of the care giver – this will be determined after a review of the number of students participating in the program *after* 2:30 p.m.**

Possibly May Use	*Definitely* Will Use	
_____	_____	**3-year-old extended care - 2 days per week** (Tuesday and Thursday) 11:00 a.m. until 6:00 p.m.
_____	_____	**4-year-old extended care - 3 days per week** (Monday, Wednesday & Friday) 2:30 p.m. until 6:00 p.m.
_____	_____	**4-year-old extended care - 5 days per week** (Monday through Friday) 2:30 p.m. until 6:00 p.m.

Note: There will be a $1.00 per minute charge for any child not picked up by 6:00 p.m..

(PLEASE SEE REVERSE SIDE)

Please note the order in which new students are accepted into the preschool program:

1. Families with current Christ the King preschool students have first priority registration.
2. Students of registered siblings already in the school.
3. Parishioner families whose other children have attended Christ the King School in the past.
4. New students of registered, supporting members of Christ the King Parish.
5. New, non-parishioner student.

Check all applicable:

☐ I wish to have my student enrolled in the ***3 year old*** program

☐ I wish to have my student enrolled in the ***4 year old - 3 day (M/W/F)*** program

☐ *If this program is not available, I am open to registering for the 5 day program*

☐ I wish to have my student enrolled in the ***4 year old – 5 day*** program

☐ *If this program is not available, I am open to registering for the 3 day program*

Registration Fees

$100.00

These fees are **not** posted online. The school office accepts cash, check, or money order.

$100 Registration Fee is due to the school office to reserve your child's spot. This amount will go towards preschool activities throughout the school year.

I acknowledge the above notation of the order in which students are accepted into the preschool program

Parent Signature: _____

Date: _____

***Families will be contacted once registration is complete and their child's spot is reserved.**

CHRIST THE KING SCHOOL
PRESCHOOL TUITION RATES FOR 2024-2025

3 Year Old (2 day – T/TH)
**must be 3 by August 1*

Half Day (Non-Prepaid) $2,188.00
Half Day (Prepaid) $2,103.00

Full Day (Non-Prepaid) $2,688.00
Full Day (Prepaid) $2,583.00

4 Year Old (3 day – M/W/F)
**must be 4 by August 1*

Full Day (Non-Prepaid) $4,032.00
Full Day (Prepaid) $3,875.00

4 Year Old (5 day)
**must be 4 by August 1*

Full Day (Non-Prepaid) $6,720.00
Full Day (Prepaid) $6,458.00

Registration Fee = $100 per child

A non-refundable fee of **$100 per child** is due at the time of registration to reserve your child's spot in the Preschool program. This amount will go towards preschool activities throughout the school year.

In order to receive the prepaid tuition rate the balance of tuition is due within 30 days of invoice date, by cash, check or money order. Full payment may be made with Visa or MasterCard, **but will not qualify for the prepaid rate**. FACTS plan participants will be billed at non-prepaid rates. FACTS accepts ACH payments (automatically paid from your checking or savings account) or credit card payments (American Express, Discover, and MasterCard). A convenience fee applies to FACTS credit card transactions. **The FACTS plan begins in July, 2024 and ends in April, 2025.**

Please visit the school office or contact Mary Beth Rossler at mrossler@cktoledo.org for the registration form.