



REGISTRATION DATE: **Open Enrollment** (new families) **Wednesday, February 13th, 2019**
Alumni (siblings/children of former LWP students) **Monday February 11th, 2019**

TO REGISTER ONLINE:

1. Visit LaurelwoodPreschool.com
2. Complete the Online Registration Form
3. Make your payment through PayPal to LaurelwoodPreschool@yahoo.com

TO REGISTER by MAIL

1. Complete the Registration Form
2. Write your check to Laurelwood Preschool
3. Mail Forms and Payment to: Laurelwood Preschool - Registration
P.O. Box 54238
San Jose, CA 95154-4238

TOTAL DUE at REGISTRATION:

May 2020 tuition plus the \$75 registration fee:		
Early Childhood Total Due \$255.00	Pre-Kindergarten Total Due \$320.00	5 Day Pre-K Total Due \$500.00

ADDITIONAL DETAILS

1. **Register online at LaurelwoodPreschool.com or by mail** starting on **February 13th, 2019**. No Early Birds. We will continue to accept applications until classes are full.
2. **\$75 Registration Fee is non-refundable.** Tuition paid with Registration is your May 2020 Tuition and will be refunded if we are notified by **July 1st 2019** of your withdraw, regardless of admission date. No Exceptions.
3. **Monthly Tuition**

Early Childhood	\$180.00/month	About 15 Classroom work days a year
Pre-Kindergarten	\$245.00/month	About 17 Classroom work days a year
5 Day Pre-K	\$425.00/month	About 20 Classroom work days a year
4. **Tuition Includes** all materials for class & cooking projects, field trips, etc. and pays for teacher salaries, supplies, insurance, improvements and rent.
5. **Payments** PayPal: Include child’s full name on the memo, note on Registration form you paid online.
Check: Include child’s full name on the memo/note.
6. **Placement** Children are placed in classes by lottery, based on postmark dates/time stamp. Laurelwood Preschool makes every effort to place families in their first choice of teacher or time. When demand does not allow this, the school reserves the right, to place a child in a class that has space.

Families not placed in their first choice of automatically placed on our internal waitlist in the order their name was selected, for the time or teacher they requested. Families will be contacted if an opening in their first choice becomes available.
7. **Acceptance Letters** with Admission Form instructions are mailed to families in early March.
8. **Admission Forms** will be due May 1st 2019 and will include your **April 2020 Tuition** & cleaning deposit.
9. **Fundraising:** Spring Bake Sale (required) & optional community building fundraisers throughout the year.
10. **April & May 2020 Tuition** are not refundable & won’t be used for your “Last Month’s” tuition if you withdraw early.

All families will serve at the preschool, either on the Preschool Board or with a Classroom Job, outside the assigned classroom work days.

Name: _____ Best Way to Reach You: _____

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|---|---|
| <p><input type="checkbox"/> PRESIDENT Presides at all meetings, Helps prepare an annual budget, Helps hire new employees*</p> <p><input type="checkbox"/> VICE PRESIDENT Fundraisers, Serves as an aide to the president*</p> <p><input type="checkbox"/> SECRETARY Takes Minutes of all meetings, Conducts all necessary correspondence*</p> <p><input type="checkbox"/> TREASURER Helps Prepare budget, Pays bills, Record receipts & reimbursements*</p> <p><input type="checkbox"/> MARKETING Recruiting fairs, promoting the school, observations*</p> <p><input type="checkbox"/> SOCIAL MEDIA Responsible for on-line presence, posting often to Facebook, etc.</p> <p><input type="checkbox"/> TUITION COLLECTOR Receives and records tuition and deposits in the bank*</p> <p><input type="checkbox"/> WEBMASTER Maintains Laurelwood Preschool website*</p> <p><input type="checkbox"/> CALENDAR/NEWSLETTERS Create monthly & annual calendar, updating events on share sites *</p> <p><input type="checkbox"/> PARTIES Responsible for purchasing and distributing the party items</p> <p><input type="checkbox"/> HOSPITALITY Responsible for organizing items for preschool meetings: refreshments, etc.*</p> | <p><input type="checkbox"/> YEARBOOK Creates & maintains Share Sites. Co-ordinates class pictures, orders yearbooks, heads committee of classroom yearbook representatives</p> <p><input type="checkbox"/> BOOK ORDERS Collects & places book orders</p> <p><input type="checkbox"/> T-SHIRT SALES sells and orders t-shirts, assists VP</p> <p><input type="checkbox"/> ROOM PARENTS Helps families who enter the preschool after school starts, assists teachers</p> <p><input type="checkbox"/> CLASS PHOTOGRAPHER Takes photos of class events, coordinates uploading of photos to share site from all parents</p> <p><input type="checkbox"/> SIGNAGE MONITOR Makes sure preschool banners on fences are up and in good condition.</p> <p><input type="checkbox"/> Silent Auction Team</p> <p><input type="checkbox"/> Fundraiser Lead for Class</p> <p><input type="checkbox"/> Bake Sale Team Lead</p> <p><input type="checkbox"/> General repair</p> <p><input type="checkbox"/> Room Parent</p> <p><input type="checkbox"/> Yearbook</p> <p><input type="checkbox"/> Other Classroom Job</p> |
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*** Attendance at Monthly Board Meeting Required**



1. Choose Class/Age				
<input type="checkbox"/> Early Childhood	3's	Must be 3 by Dec. 1, 2019	2 days	Tuesday/Thursday
<input type="checkbox"/> Pre-Kindergarten	4's	Must be 4 by Dec. 1, 2019	3 days	Monday/ Wed/ Friday
<input type="checkbox"/> 5 Day Pre-K	4's	Must be 4 by Dec. 1, 2019	5 days	Mon/Tues/ Wed/Thurs/Fri

2. Choose Class Time		
Early Childhood	<input type="checkbox"/> 8:30-11:00 AM	<input type="checkbox"/> 11:45-2:15 PM
Pre-Kindergarten	<input type="checkbox"/> 8:30-11:30 AM	<input type="checkbox"/> 12:00-3:00 PM
5 Day Pre-K		<input type="checkbox"/> 12:00-3:00 PM

3. Teacher Preference		4. Priority	
<input type="checkbox"/> None	<input type="checkbox"/> Teacher	<input type="checkbox"/> Time	

5. Payment			
Total Due with Registration: <u>May 2020 tuition plus the \$75 registration fee:</u>			
<input type="checkbox"/> Check written to Laurelwood Preschool	Early Childhood Total Due: \$255.00	Pre-Kindergarten Total Due: \$320.00	5 Day Pre-K Total Due: \$500.00
<input type="checkbox"/> PayPal to LaurelwoodPreschool@yahoo.com			

6. Print Neatly				
Child's First Name	Last Name	Telephone	circle one male female	
Street Address	City	Zip	Birth date	What language does child speak at home?
Mother's name	e-mail (required)			
Father's name	Volunteer Positions I am most interested in:		Check #	Amount Online

7. Mail Form & Check
Laurelwood Preschool - Registration P.O. Box 54238 San Jose, CA 95154-4238

Alumni Name _____ **Year(s) of attendance** _____

How did you first hear about Laurelwood Preschool?

Friend/Family _____ Preschool Website Preschool Fair Google YELP Facebook Other _____