



January 2024

Thank you for your interest in our preschool program. This information is designed to help you determine when and how you should register your child(ren) for the 2022-2023 school year. Please read the instructions entirely before you complete your registration form. Please feel free to call me at 919-833-7125 or email bkittler@hbbsc.org if you have any questions.

PROGRAM INFORMATION

Our school year begins the Tuesday after Labor Day and ends the Wednesday before Memorial Day. We operate from 9:15 a.m. – 1:00 p.m. Monday through Friday. In addition to the regular classroom experience, all children receive instruction in Music and Creative Movement. We enjoy time on the playground or in the gymnasium each day. Children in our three-year classes and older also have weekly Chapel and a monthly Science in house field trip. All children bring a healthy lunch from home each day.

CLASS OFFERINGS

Infants 2 days per week (M/W or T/Th)

Ones—2 days per week (M/W or T/Th) or 4 days per week (M-TH)

Twos—2 (M/W or T/Th) or 4 (M-Th) days per week

Threes—3 (M/T/Th), (M/W/Th) or 4 (M-Th) days per week

PreK—5 (M-F) days per week

Please feel free to contact your child's teacher or the director to decide the best class (**not teacher**) choice for your child.

REGISTRATION DATES & PRIORITIES

Registration for the Hayes Barton Baptist Preschool (HBBP) 2024-2025 school year will be divided into the following four categories:

- **First Priority:** Currently enrolled students— , January 3rd, 2024.
All currently enrolled students are guaranteed a spot (not a specific class) if registration is **received by** January 9th at 1:30 pm.
- **Second Priority:** Church members not currently enrolled— begins Friday, January 12, 2024.
- **Fourth Priority:** General Public—begins Tuesday, January 16, 2024.

All families will receive notification of their child's enrollment status **via email** within 72 hours of the close of their priority group's application deadline or receipt of your application after January 19, 2024.

REGISTRATION FEE

The registration fee is equal to one month's tuition but it is not applied toward tuition. **There is a family cap of \$525.** Registration fees will be drafted once a spot is available. This fee is **non-refundable** once your child has been placed. If classes are full, this application will remain on our waiting list until an opening is available. When you are notified of an opening, you will have 48 hours to accept it. If you do not respond within 48 hours, your application will be returned to the waiting list and you will forfeit your registration fee.

TUITION

The HBBP Board has approved the following tuition rates for the 2024-25 school year:

Two Days/Week: Infants, Ones or Twos	\$335 monthly
Three Days/Week: Threes	\$400 monthly
Four Days/Week: Twos	\$450 monthly
Four Days/Week: Threes	\$450 monthly
Five Days/Week PreK	\$485 monthly

Tuition for HBBP is separated into 9 equal payments (see above monthly rates). Tuition payments will be collected via EFT the first week of each month (September through May). Delinquent payments are subject to an assessment equal to any bank fees associated with the transaction.

Tuition may be paid in advance. There will be no refunds or credit given for days missed for any reason including sickness, vacation or the closing of school for inclement weather. Scholarship information is also available upon request.

MEDICAL INFORMATION

All emergency forms and a copy of your child's current immunization record must be completed and returned **prior to the first day of school.**

For health reasons and because of room constraints, all children in the three-year-old classes must be **completely** potty trained **before** the first day of school. No Pull-Ups are allowed.

HBBP is an *Allergy Aware* School. If your child has any food allergies, you will be required to have an Allergy Action Plan on file by the first day of school. To provide the safest environment for all children, we may ask you to limit the foods you send to school with your child.

Thank you for your interest and support of our program. We are grateful for the opportunity to share in the growth and development of your children. They are our highest priority, and we never forget that they are truly a gift from God. We appreciate your trust and thank you for sharing your children with us!

Sincerely,

Beth Kittler