



Reenrollment Policy and Procedure

Arch Street Preschool is a year round school operating from September through August. Families enroll for a year at a time. Families reenroll in May for the following year. Priority is given to current families who reenroll on time. Following the deadline, reenrollments are considered with new applications as space is available. Alumni are welcome to reenroll for the Summer Play Program.

Reenrollment Procedure:

- 1. Submit Reenrollment Form by deadline: June 1.
- 2. Submit Financial Aid documents if applicable by deadline: June 15.
- 3. Update Child File by: June 1 for Summer Program/September 1 for Fall. (See Reenrollment Paperwork below).
- 4. Complete any requested Family Meetings. (See Family Meetings below).
- 4. Pay any outstanding tuition.

Financial Aid Documents to Apply/Reapply:

- 1. New Applicants only: Parents Financial Statement online at sss.nais.org. School Code: 167485.
- 2. Copy of your most recent federal tax return, w2, 1040, and supporting schedules.
- 3. Amount of aid you are requesting emailed to play@archstreetpreschool.org or noted on your reenrollment form.

Reenrollment Paperwork to update Child Files:

- 1. Child Health Report (within past 6 months to year depending on age).
- 2. Emergency Contact Form (signed within past 6 months).
- 3. Agreement. (Agreement forms are updated in summer.)
- 4. Family Handbook Signature Form. (Handbook is updated in summer).

Requested Family Meetings/Materials completed:

- 1. Getting to Know You Questionnaire/Meeting (at time of original enrollment)
- 2. Ages and Stages Questionnaire/Partnership Meeting (after 45 days in program)
- 3. Annual Conference



Summer Enrollment/ Reenrollment Form

Child Information

Child's Name _____

Date of Birth (month/day/year) _____

Summer Play Participation:

Monthly Enrollment:

- June
 July
 August

Weekly Enrollment:

June

- Week of 6/4
 Week of 6/11
 Week of 6/18
 Week of 6/25

July

N/A Week of 7/2: School Closed for Summer Break (Week of 4th of July)

- Week of 7/9
 Week of 7/16
 Week of 7/23
 Week of 7/30

August

- Week of 8/6
 Week of 8/13
 Week of 8/20
 Week of 8/27

Program Preference

I wish my child to be enrolled in:

Toddler/Preschool Program (2 and 3 years)

Toddler Full Day: Monday-Friday

8:00 a.m. to 6:00 p.m.

PK/Young School Age Program (4+ years)

PK Full Day: Monday-Friday

8:00 a.m. to 6:00 p.m.

Toddler/Preschool Part Time Program:

Day(s):

MO TU WE TH FR

8:00 a.m. to 6:00 p.m.

8:00 a.m. to 12:00 p.m.

2:00 pm to 6:00 pm

PK/Young School Age Part Time Program:

Day(s):

MO TU WE TH FR

8:00 a.m. to 6:00 p.m.

8:00 a.m. to 12:00 p.m.

2:00 pm to 6:00 pm

For Office: Date of Receipt of Reenrollment Form _____

Arch Street Preschool is Equal Employment Opportunity and provides services in a nondiscriminatory manner.

Financial responsibility for child(ren)'s tuition will be assumed by _____

Invoices sent by email. Email(s) to use: _____

Do you intend to use Child Care Information Services to subsidize tuition? Yes No

Do you intend to apply/reapply for financial aid? Yes No *If yes, please attach/email your most recent tax returns and the amount of aid you are requesting. New applicants must complete Parent Financial Statement online.

Payment Plan Preference

Please select the payment plan desired by checking the appropriate box:

- Monthly payments (for monthly enrollment)
- Weekly payments (for weekly play)
- Request for another arrangement (specify): _____

Parent/Guardian Signature
