



Durham Community Preschool

Application for the 2018-2019 School Year (September 2018 – May 2019)

PROGRAM

Durham Community Preschool is a secular non-profit preschool that offers play-based part time child-care. We welcome families of every race, ethnicity, religion, family structure and background.

CLASS INFORMATION

All DCP classes meet from 9 a.m. to 12:30 p.m., September through May, with holiday closures. DCP has four separate classes for different age groups:

The **Lily Pad Lagoon (infants)** is designed for children 12 months to 24 months. This class maintains a teacher-to-child ratio of 1:5, and children attend two or four days per week, Monday through Thursday. A child must be at least 12 months old by August 31st to attend this class.

The **Tadpole class (ages 2 to 3)** maintains a teacher-to-child ratio of 1:5, and children attend two or four days per week, Monday through Thursday. A child must be at least 2 years old by August 31st of the year the child will attend.

The **Pollywog class (age 3)** maintains a teacher-to-child ratio of 1:7, and children attend three or four days per week, Monday through Thursday. A child must be at least 3 years old and potty trained by August 31st of the year the child will attend.

The **Leap Frog class (age 4)** maintains a teacher-to-child ratio of 1:8, and children attend four or five days per week, Monday through Friday. A child must be at least 4 years old and potty trained by August 31st of the year the child will attend.

APPLICATION PROCESS

Currently enrolled families and alumni:

Priority enrollment will be given to currently enrolled DCP students, siblings and alumni from January 29th at 10 am until Friday, February 2nd at 5 p.m. **Priority status for returning families will not be given after Friday, February 2nd at 5 p.m.**

Families that are new to DCP:

Public applications can be submitted any time after January 1st with the non-refundable \$65 application fee. However, these applications will not be processed until enrollment spots go public on February 5th at 9 a.m. **To be included in the lottery process, all public applications need to be submitted by Sunday, February 4th at 5 p.m.** All applicants will be notified by email about their child's enrollment status the week of February 5th when their application has been processed.



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TUITION SCHEDULE .

CLASS	AGE	1 day	2 days	3 days	4 days	5 days
Lily Pad	12 to 24	N/A	\$210/mo.	N/A	\$295/mo.	N/A
Tadpoles	2 to 3 yrs.	N/A	\$210/mo.	N/A	\$295/mo.	N/A
Pollywogs	3 yrs.	N/A	N/A	\$285/mo.	\$310/mo.	N/A
Leap Frogs	4 yrs.	N/A	N/A	N/A	\$310/mo.	N/A

FEES

Application: \$65 one-time, **nonrefundable** fee due upon application, \$30 for currently enrolled families re-enrolling in subsequent years

Supplies: \$60 annually, **nonrefundable** fee due upon enrollment

*These fees are for the academic year only and may not apply to separate summer programs or sessions.

DEPOSIT

A tuition deposit (one month) and the \$60 supply fee are due within 14 days of their child's acceptance to DCP. If a child is admitted after the start of the academic year, this payment will be due on the day the child starts school. These payments are **nonrefundable**. If a child is admitted, but the tuition deposit and supply fees are not paid by the due date, the child's name will be removed from the pool of admittances and placed on the wait list. For example, if a child is admitted on March 15th and the tuition deposit and supply fee are not paid by March 29th, the child's name will be placed at the bottom of the wait list on March 29th.

TUITION

Monthly tuition is due by the tenth day of each month (September – April). Durham Community Preschool calculates the yearly amount for a child to attend the preschool and breaks that amount into nine monthly payments. Families are emailed monthly invoices with a link to a free bank transfer page to pay tuition.

ADDITIONAL FORMS

Upon notice of acceptance, a child's family will receive additional forms (e.g., health form, internet permission form) to be completed by the child's parents and physicians and returned to the director within two weeks of the child's first day of school. **We do require all children to be in compliance with the North Carolina Immunization schedule.**



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Child's name _____

Preferred name _____ Birth date _____

Parent/Guardian name(s) _____

Home address _____

Primary phone (list type and contact) _____

Secondary phone (list type and contact) _____

Primary email _____

Secondary email _____

Emergency contact(s) and phone number _____

Physician's name _____ Phone _____

Does your child have any allergies or physical conditions that might affect his/her participation in the program? If so, please describe:

Is there anything you want to share with us about your child or your family that would help us make your child more comfortable here at DCP?

Please list other daycare or preschool programs your child has attended:

How did you hear about Durham Community Preschool?



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Please indicate the program in which you would like to enroll your child. Put a check beside the number of days you would like your child to attend and select the day(s) of the week you would prefer.

PROGRAMS

Lily Pad Lagoon (12 months - 24 months) 2 days **specify** Mon/Wed **OR** Tues/Thurs

4 days Monday - Thursday

Tadpoles Class (Ages 2 to 3) 2 days **specify** Mon/Wed **OR** Tues/Thurs

4 days Monday - Thursday

Pollywog Class (Age 3) 3 days Tuesday – Thursday

4 days Monday - Thursday

Leap Frog Class (Age 4) 4 days Monday – Thursday

APPLICATION FEE OF \$65 DUE UPON APPLICATION

*** Application fees are nonrefundable**

*** Please make check payable to Durham Community Preschool**

I give my permission for the child care personnel at Durham Community Preschool to secure medical assistance for my child while he/she is attending this program. I understand that efforts will be made to contact me in an emergency, but if I am unavailable, decisions about securing medical assistance will be made by the childcare staff in my absence.

I understand that care will be given toward the safety and well-being of my child, but in the event of an unavoidable accident, I will hold neither the volunteers nor employees of Durham Community Preschool, nor Calvary United Methodist Church, responsible.

Signature of parent or guardian

Date