



St. Stephen's Episcopal Preschool
8693 Old Dumfries Road
Catlett, VA 20119
540.788.3364
ssep20119@gmail.com

Date of Application: _____

School Year: _____

Child's Name: _____

Child's Age as of 10/1/2022: _____

FOR OFFICE USE ONLY

Classroom: _____

Date Received: _____

Fee Paid: _____

Check No: _____

Application: This application must be completed, signed, and returned to the office with a \$125 per child or \$200 per family non-refundable/non-transferable enrollment/supply fee. Please review the available classes and rank the options you would consider with a number 1, 2, 3, etc. in order of preference. This submission of an application does not guarantee your choice of classes. We will do our best to accommodate your request; however, enrollment is first come/first served.

Half-Day Preschool Program – Our half-day preschool program operates from mid-August through May. The program is operated daily from 8:30 a.m. to 12:30 p.m. and is available for all age groups.

Full-Day Preschool Program – Our full-day preschool program operates from mid-August through May. The program is operated daily from 8:30 a.m. to 3:30 p.m. and is open to three and four year-olds.

Two Year-Old Options (Must be 2 by 10/1/2022):

_____ 2 Days/Week, Half Day	Tues/Thurs; 8:30-12:30	\$220 per month
_____ 3 Days/Week, Half Day	Mon/Weds/Fri; 8:30-12:30	\$280 per month
_____ 5 Days/Week, Half Day	M/T/W/Th/F; 8:30-12:30	\$380 per month

Three Year-Old and Four Year-Old Options (Will be placed based on their age as of 10/1/2022):

_____ 2 Days/Week, Half Day	Tues/Thurs; 8:30-12:30	\$220 per month
_____ 3 Days/Week, Half Day	Mon/Weds/Fri; 8:30-12:30	\$280 per month
_____ 3 Days/Week, Half Day	Tues/Weds/Thurs; 8:30-12:30	\$280 per month
_____ 5 Days/Week, Half Day	M/T/W/Th/F; 8:30-12:30	\$380 per month
_____ 2 Days/Week, Full Day	Tues/Thurs; 8:30-3:30	\$360 per month
_____ 3 Days/Week, Full Day	Mon/Weds/Fri; 8:30-3:30	\$460 per month
_____ 3 Days/Week, Full Day	Tues/Weds/Thurs; 8:30-3:30	\$460 per month
_____ 5 Days/Week, Full Day	M/T/W/Th/F; 8:30-3:30	\$630 per month

Student Information

Full Name: _____	Date of Birth: _____
Preferred Name: _____	Gender: _____
Home Address: _____ _____	
Home Phone: _____	

Family Information

1 st Parent's Name: _____	
Email: _____	
Home Address: <input type="checkbox"/> Same as child	_____

Home Phone: _____	Cell Phone: _____
Employer: _____	Work Phone: _____
2 nd Parent's Name: _____	
Email: _____	
Home Address: <input type="checkbox"/> Same as child	_____

Home Phone: _____	Cell Phone: _____
Employer: _____	Work Phone: _____
Child lives with: _____ Both Parents _____ Mother _____ Father Other: _____	
If divorced, who has legal custody? _____	

Terms of Enrollment

I/We wish to enroll the above-named child at St Stephen's Episcopal Preschool for the full term of nine months and one-half month, beginning in the middle of August and ending at the end of May. Children will be placed in the class that coordinates with their age as of October 1, 2022. For example, children turning 3 years old by or on October 1, 2022, will be placed in a 3-year-old class.

I/We agree to pay annual tuition for the chosen program for the full term of nine months with a pro-rated month in August. If for any reason the child needs to be withdrawn from the school during the school year, thirty days' advance notice shall be given to the school in writing. Should the applicant desire to make the withdrawal without thirty days' advance written notice, the applicant agrees to pay a sum equal to one month's tuition. Tuition cannot be refunded for any reason. The applicant agrees to pay the tuition in 9 equal installments plus one pro-rated month. Tuition is due on the 1st day of each month. There is a late fee of \$10.00 for payments received after the 5th of the month.

I/We agree to pay a non-refundable/non-transferable registration fee and supply fee of \$125.00 per child or \$200.00 per family to the school, and the school agrees to reserve one place in the chosen program for your child for the school year 2022-2023.

Parent/Guardian Signature _____

Date _____

St. Stephen's Episcopal Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national origin in administration of its educational policies, admissions policies, and other school administered programs.