

Dear Parents,

Thank you for your interest in Utopia, St. Thomas More's Preschool. The past years have been exciting ones here as we watched our preschool grow from 6 students the first year to our current enrollment of 33 students. Approximately half of our preschool students will be moving on to our kindergarten for the coming school year. Please note that children must be at least 3 years of age and toilet trained in order to attend our preschool.

Utopia is a purpose built facility, named in honor of our school patron saint. St. Thomas More first used the word utopia in 1516 when he was describing the ideal atmosphere for challenging and vibrant discussion. Based on these values, our preschool is a safe, nurturing environment offering creative, challenging, developmentally appropriate activities that promote each child's love of learning, and fosters the development of a positive self-image.

We are now accepting applications for the 2011-2012 school year. To begin the application process you need to complete a Utopia preschool application form and return it to the school office with the \$45, non-refundable, application fee.

All applicants must provide an original, official, embossed birth certificate. Once originals are seen, copies will be made and we will immediately return them to you. Once we have received the application form, fee and birth/baptismal certificate/s, we will begin to process your child's application.

Many factors contribute to the decisions about acceptance at St. Thomas More Preschool. Siblings are given priority in the admissions process. It is helpful if the child has other members of their immediate family already enrolled in the school. It is additionally helpful if that family has been both active here as well as prompt in meeting all financial obligations to the school. Children of graduates or others with a particular connection to the school will be given special consideration. Children that attend our preschool will be given priority when applying to St. Thomas More School kindergarten program. It is helpful if any family appears to be available to participate in school sponsored activities.

Once acceptance is issued, a family has about two weeks to respond. Failure to respond by returning the requested forms/fees in a timely manner will mean that your space may be offered to another applicant.

Having said all this, we encourage you to complete and return your application promptly. If you have any questions, please feel free to contact us.

Marie Fitzpatrick
Principal

Gloria Perez
Preschool Director

UTOPIA
St. Thomas More
Preschool



Does your child currently attend a child care center or preschool? If so,

Name of School: _____

Name of Director: _____ Phone Number: _____

DO YOU HAVE ANY CHILDREN ALREADY ATTENDING ST. THOMAS MORE SCHOOL? IF YES, PLEASE LIST THEIR NAMES AND CURRENT GRADES

IF YOU ARE A CATHOLIC, ARE YOU REGISTERED IN A PARISH? IF YES, WHICH ONE? _____

The Archdiocesan Board of Education requires us to ask you the race of this child. Check appropriate box on the right

- Native American African American Multi-racial Chinese
 Japanese Korean Other Asian
 Hispanic Other white Filipino

Please list briefly all the reasons why you are applying to St. Thomas More Preschool

In addition to this application, do you have any other child(ren) in your household not now enrolled at St. Thomas More who will be in any grade, kindergarten through eighth, during this coming school year? If yes, please list the name(s) and tell us which school the child(ren) will be enrolled next year.

If someone recommended or referred you to St. Thomas More Preschool to you, we would like to know who that person is so we can thank them. If you have some connection with the school, we would like to consider that information too. Please provide that information here.

Has the applicant already been accepted, refused, or wait-listed by another preschool? Please provide specific information.

In addition to the basic information already provided on the application, please use the space here to give us additional information you think we might need or want concerning this applicant.

Please complete both pages

2011 - 2012 FINANCIAL POLICIES

Effective September 1st, 2011



TUITION

St. Thomas More Preschool operates a year round program. The preschool follows the same holiday and vacation schedule as used by St. Thomas More School with the additional summer sessions in July and August. Our program is open to children ages 3-5.

5-day a week and 3-day a week, full time and part time schedules are available.

5-day program - 7:00 AM – 12:00 PM - \$825 monthly

3-day program - 7:00 AM – 12:00 PM - \$525 monthly

5-day program - 7:00 AM – 3:30 PM - \$1,025 monthly

3-day program - 7:00 AM – 3:30 PM - \$645 monthly

5-day program - 7:00 AM – 6:00 PM - \$1,225 monthly

3-day program - 7:00 AM – 6:00 PM - \$795 monthly

Once a family is enrolled, it is their responsibility to make timely payments. The preschool is not obliged to provide bills or payment reminders. Tuition and fees are due in the school office on the 1st of the month. Payments may be made by cash, check or credit card. Payments received after the 5th are subject to a \$25 late payment charge and the family's enrollment in the preschool may be suspended until the balance is paid.

In the case of early withdrawal from preschool, families may receive a refund for tuition paid in advance. Tuition refunds on over-paid accounts will be computed on a per day basis with the date we are notified, in writing, of the transfer and/or the last date of attendance (whichever is later) plus 25 school days counted as the last day of attendance.

Some preschool reports, parent conferences, recommendations and/or involvement in activities may be withheld, delayed or denied for any student whose family has not fulfilled its financial obligation to the preschool.

APPLICATION FEE

An application fee of \$45 (non-refundable) is charged to cover expenses of processing applications for those applying to enter St. Thomas More Preschool. This fee is charged before an application is processed, that is, before the decision to accept a student into the preschool is made.

REGISTRATION FEE

The registration fee is \$350 per child. No student is enrolled nor is space saved until this fee is paid and all the required forms are submitted by the deadlines specified. This fee is not refundable under any circumstances.

RE-REGISTRATION FEE

The re-registration fee for returning students is \$250 per child. No student is enrolled nor is space saved until this fee is paid and all the required forms are submitted by the deadlines specified. This fee is not refundable under any circumstances.

PRESCHOOL MATERIAL FEE

There is an additional \$100 per child, non-refundable fee paid at registration time for each preschool student enrolled. This fee is charged in recognition of the fact that most of the materials used in the Preschool program are consumable and need to be replaced regularly.

EARTHQUAKE/DISASTER FEE

The preschool collects a fee of \$15 per child, payable with the first month's tuition, to help cover the costs of materials needed for the students and staff in the event that there is an earthquake or some other natural disaster. In the event that there are students and/or staff stranded here at school during/after such an occurrence, these supplies will be available to them. The fee also helps cover the cost of replacing out-dated supplies.

PARENTS' CLUB DUES – PARENT PARTICIPATION REQUIREMENT

Each family is required to join (\$40 per family per year) and co-operate with the St. Thomas More School Parents' Club. *Dues are payable with the first month's tuition.*

RETURNED CHECK CHARGE

There is a charge of \$34 for each check returned to us unpaid by our bank. A returned check cancels the payment for which it was made. Consequently, additional late charges may result from checks returned. We will only accept future payments made by cashier's check, cash or money order, if we have received a returned check from a family during the school year (unless the payee's bank notifies us that they are responsible for the error). This fee applies even when the same check is re-submitted and then honored.