

LITTLE FRIENDS PRESCHOOL

littlefriends@mountbethelchurch.org

570-897-7797

SCHOOL POLICIES

SCHOOL SCHEDULE

4 year old class - Monday - Wednesday - Friday -- 9:00 - 12:00 noon

3 year old class - Tuesday - Thursday -- 9:00 - 11:30 AM

REGISTRATION REQUIREMENTS AND REGISTRATION FEE

We follow the Bangor School District's schedule and criteria for establishing our enrollment age. At this time, their policy states that a child must turn five before the first day of kindergarten (which is the Monday before Labor Day). As such, for the 2018-2019 school year, your child will be eligible for LFP if he/she is born on or before August 30th for the three year old class and on or before August 25th for the four year old class. Those children who are outside of the Bangor Area School District and thus have different enrollment criteria will be handled on a case by case basis.

To register your child, you must return the following to the school:

-The completed Application Form and Information Data Sheet.

-A copy of the child's Birth Certificate.

-\$25.00 registration fee—See below for means of payment

All applications are taken on a first come basis.

The following must be returned no later than August 1st:

*-The first tuition payment
\$195.00-4 year old class; \$132.50-3 year old class*

-Authorization for Emergency Medical Care

*-Physical Examination-Medical History completed by your child's doctor
(first year students only)*

The child must be completely toilet trained and able to use the toilet facilities on his/her own. Children will always be accompanied by teacher or aide to the bathroom. The extra set of clothing that you provide in September will be used for accidents a child can change independently. The parent will be called for other accidents needing assistance.

There will be a six week probationary period wherein a child will be evaluated if there are any concerns regarding emotional and/or social maturity. The readiness of the child will be determined by the Little Friends Staff and they will recommend whether the child is ready or if it would be better for the child to re-apply the following year.

TUITION PAYMENT(S)

Tuition for your child's participation in the Preschool is:

- Three year old class: \$132.50/month or \$1,325/year.
- Four year old class: \$195.00/month or \$1,950/year.

Registration Fee and Tuition payments can be made in numerous ways:

- **Online:** Visit www.mountbethelchurch.org and click the 'Little Friends Preschool' tab on the menu. Once directed to the Little Friends Preschool page, click on the "Pay Tuition Online" button on the bottom of the page. This will direct you to the secure online payment page for the church. You can make one-time payments or set-up recurring payments under the appropriate categories.
- **Checks/Money Orders:** Checks or money orders should be made to **LITTLE FRIENDS PRESCHOOL-MBC OR LFP-MBC**. *Your check will serve as your receipt.* Checks and money orders can be brought in person and dropped in the tuition box inside the Preschool or mailed to the school. Payments should not be given to the Teacher or Aide.
- **Cash:** Cash payments are welcomed, but must be made in person to the church office only. A receipt signed by you and the office secretary must be obtained. Cash cannot be left without receiving a receipt at the time of dropoff.

The first monthly payment must be sent to the school and received by August 1st.

Payments thereafter are due on the first of every month. A \$10.00 late fee will be assessed if any payment is received after the last day of the month due. Non-payment of tuition beyond two months can result in the student not being admitted to school until proper financial arrangements are approved. Full payment is required each month regardless of family vacations, trips or illness. Every reasonable effort will be made to make up closed days caused by inclement weather.

SCHOOL CALENDAR

Our school calendar follows the Bangor Area School District's schedule unless otherwise notified by the Preschool Staff. When dealing with days of inclement weather listen to TV and radio stations or check www.wfmz.com:

IF BANGOR IS CLOSED - WE ARE CLOSED

IF BANGOR HAS A 1 or 2 HOUR DELAY - WE HAVE A 1 HOUR DELAY

Hours from 10:00 - 12:00 (4's), 10:00 - 11:30 (3's)

The discretion of the staff will determine any changes in this policy and you will be notified with a Calling Post Message from the Little Friends Staff.

If you have any questions at all, please feel free to call (570) 897-7797. Thank you again for your interest in Little Friends Preschool.